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Churchill, George Thomas

Churchill Simplis Shorthand

A SYSTEM OF LIGHTLINE WRITING DESIGNED TO MEET THE REQUIREMENTS OF OFFICE STENOGRAPHERS AND REPORTERS

The F. H. Bliss Publishing Company,
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PREFACE

Lightline shorthand has always appealed to me as the ideal method of rapid writing. Simplis Shorthand is a lightline system, requiring no shading nor position. It has about it that easy swing and freedom in outline formation found in no other system. Obtuse angles have been smoothed out into graceful curves. One line blends into another in such a way as to compel hand motion and speed.

I had a great deal of confidence in the system from the very start, but if any one had told me that it would be the means, in the remarkably short period of two years, of producing some of the best writers in the world, I should have thought it impossible. Even in *less* than two years from the time one of my students first saw the alphabet of Simplis Shorthand she has learned the system and has taken part in a speed contest conducted by the National Shorthand Reporters' Association. Out of forty of the best writers in the world who entered the contest, there were just five who qualified, and one of the five was a writer of Simplis Shorthand. This fact alone should prove conclusively that the system will stand up under the severest tests. It also proves that results can be accomplished in a fraction of the time required for the mastery of any other system.

I have received many kind expressions from our leading shorthand writers and teachers. One teacher says: "I have had fourteen years' experience teaching shorthand and I am satisfied that you have the best system I have ever examined. It has a maximum of strong points." Another teacher says: "It is all that its name implies and more, being the briefest, most legible, and most accurate of all systems of shorthand."

A leading reporter says: "I have made the change from the system I formerly used with ease. You have many advantages over the other systems." From a business college proprietor: "Your system should be taught in all schools."

I wish to express my gratitude to the many writers of shorthand who have written from every country where the English language is spoken, giving me words of encouragement and timely suggestions, and especially do I wish to mention the names of Miss Augusta Russell and Miss Helen Roach for the aid they have given me in perfecting the system, and for the valuable help they have given me in the preparation of this text-book.

GEO. T. CHURCHILL, *Author.*

PART I.

ADVICE TO THE STUDENT

Learn each lesson thoroughly. Write each outline many times, pronouncing it as it is written, and at the same time concentrate the mind on its exact formation. After a perfect mental picture of the word is formed, follow that conception minutely. A strong impression on the brain will last forever and is always dependable, while a weak impression cannot be relied upon and is soon forgotten. The form of the word must originate in the brain before the message can be flashed to the hand. If the brain is trained to receive the message accurately the learner will never experience trouble in becoming a good writer of shorthand. He may not at first do his work rapidly, but if he is accurate the time will come when the brain will respond with lightning rapidity and the results will be much more satisfactory than if the above suggestions are not closely followed.

A great aid to a rapid and easy style of note taking is the correct position of the hand and arm. Hold the pencil or pen as in longhand. A mistake made by some pupils is to grasp the pen or pencil too firmly. Keep the hand resting lightly on the paper so that the third and fourth fingers will glide easily over its surface.

Reading the shorthand that has been written is essential for the acquirement of speed. The student should read everything he writes from the very start.

The shorthand forms given in the lessons, together with those found in the dictionary, will enable the student to complete his practice from any dictation book which may happen to be in use. There will be special words peculiar to each line of work that will not be found in either the lessons or the dictionary. It would require an extremely large list of words to cover the hundreds of different lines of work with which the student might meet. Such a list is not necessary. One writer might wish to contract certain words, while another, equally expert, might desire to write them in full. After the system has been mastered, one should rely almost entirely upon his own judgment in forming unfamiliar words. This habit of relying upon the judgment makes an excellent mental discipline, which will not only help out in shorthand, but will be a great aid in solving the various problems which the student may encounter after he enters the business world.

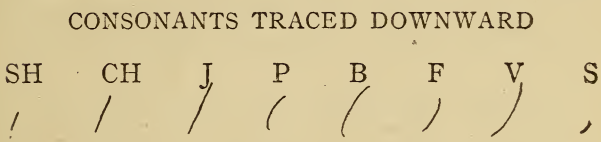
ALPHABET

CONSONANTS TRACED FROM LEFT TO RIGHT

T D R L TH M N K G

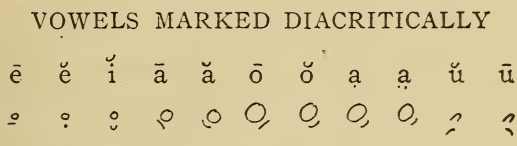
CONSONANTS TRACED DOWNWARD

SH CH J P B F V S



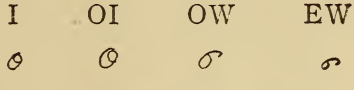
VOWELS MARKED DIACRITICALLY

ē ĕ ĭ ā ă ō ŏ ạ ặ ŭ ū



DIPHTHONGS

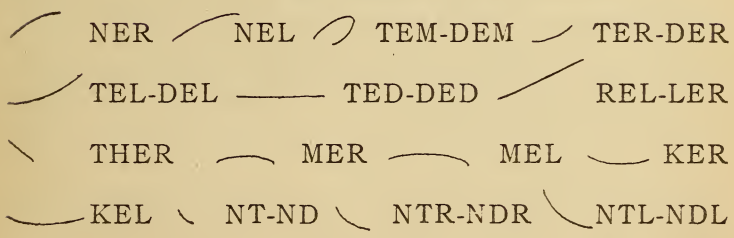
I OI OW EW



COALESCENTS

w we wa-o wu y ye ya-o

BLENDED CONSONANTS



The above is a complete alphabet which will enable the one who thoroughly learns it in accordance with the principles laid down in this book to do any work which the stenographer may be called upon to perform.

LESSON I.

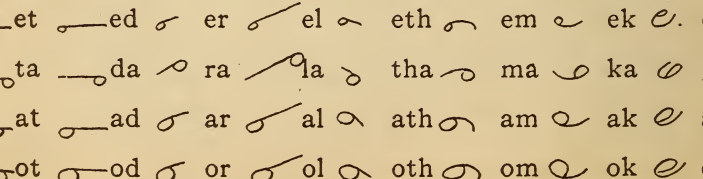
1. Consonants.—The consonants given in this lesson are traced from left to right. It will be noted that similar sounds are represented by similar signs, as for example, T and D. T is made very short while D is longer. Practice this section of the alphabet over many times, pronouncing each character as it is written.

T D R L TH M K G O A E

2. Vowels.—E, (and short I as in *it*), is represented by a small circle. The double use of E and short I does not cause trouble in reading, as context will give the right sound. A is represented by a medium-sized circle, and O with a large circle.

It should be noted that shorthand is written by sound, and that all silent letters are omitted. G has two sounds: hard G, as in *egg*; and soft G which has the sound of J, as in *edge.* C has no sound of its own, but takes the sound of S, as in *city*; and K, as in *coat.* Q has the sound of KU, and X has the sound of KS, as in *axe.*

3. Penmanship.—Write the following exercise at least ten times. Use care in turning the circles as they appear in the copy. Make the small circles very small, and the short strokes very short. Pronounce each stroke and vowel as it is written.



Note.- AH and AW are also represented by the large circle.

4. When a circle vowel is written at the beginning or end of a straight stroke, turn it in the direction of the hands of a watch.

	tea	t-e		day	d-a
	eat	e-t		aid	a-d
	ought	o-t		they	th-a

5. The circle vowels at the beginning or the end of curved strokes are written inside the curve.

	me	m-e		key	k-e
	gay	g-a		egg	e-g
	aim	a-m		oak	o-k
	meek	m-e-k		eke	e-k

6. When a circle comes between two strokes forming an angle, turn the circle outside the angle.

	lead	l-e-d		lit	l-i-t
	read	r-e-d		ready	r-e-d-i
	wrath	r-a-th		wreath	r-e-th
	teeth	t-e-th		death	d-e-th
	team	t-e-m		deem	d-e-m
	meal	m-e-l		mere	m-e-r
	take	t-a-k		Dick	d-i-k

7. The sounds of O, AH and AW are omitted in the middle of outlines. Omitting O as mentioned

Note.- When a circle comes between a straight line and a curve, turn it on the inside of the curve.

above makes a definite distinction between such words as *rate*, and *wrote*.

	thought	th-o-t		lot	l-o-t
	load	l-o-d		roam	r-o-m
	coat	k-o-t		code	k-o-d
	lock	l-o-k		coal	k-o-l

8. H is represented by a dot and is placed just above the vowel.

	he	h-e		ham	h-a-m
	here	h-e-r		hair	h-a-r
	heat	h-e-t		had	h-a-d
	home	h-o-m		him	h-i-m

READING EXERCISE

9. Word-Signs.—Word-signs are made from single characters. There are thirty-one word-signs in this system of shorthand, and they are used to represent the most frequently recurring words. Care should be exercised in making the word-signs perfectly, and they should be thoroughly committed to memory. Two, and sometimes as many as three words, not of the same parts of speech, may be represented by the same sign, and the right word is easily determined by context.

	it-the		am-may
	would-dollar		can-kind
	are-our-or		go-ago-good

well-will — at-able

that-thousand-thank — a-an

10. Phrasing.—Judicious phrasing is an aid to both speed and legibility. A phrase may be made where two or more words join easily if their grammatical construction will permit of phrasing. Short phrases of two or three words are more desirable than the longer ones. The outlines in this book will furnish good examples for the student to follow.

they are — they will — they would

they may — they can — will he

he will — he can — can he

he would — would he — he may

may he — may the — can the

that the — are the — can go

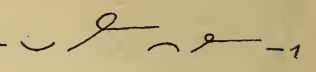
11. Punctuation.—A period is represented by the use of the following sign; as, . Make this sign longer for a paragraph sign; as, . Other punctuation marks are made as in longhand. The dash should be canceled by striking the TH sign through it; as, , otherwise it might be mistaken for D. Ditto marks may be placed under words to indicate a proper name, or that the word should begin with a capital letter; as, *Kate*.

SENTENCES FOR PRACTICE

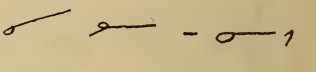
They wrote the deed.

The lady got a red hat.

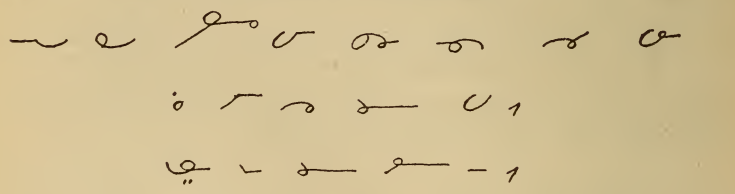
Tom may eat an egg or the meat.

The kind lad may read it. 

They wrote me that he would go.

He will read the ad. 

READING EXERCISE



TEST EXERCISE

tea, day, eat, aid, ought, they, egg, aim, oak, meek, eke, lead, read, ready, lit, wrath, wreath, teeth, death, team, deem, meal, mere, thought, lot, load, coal, lock, roam, coat, code, he, here, heat, home, hair, had, him, lad, her, leak, deed, lay, ear, lath, add, lack, mere, got, lady, omit, head, limb, owed, mill, wrought, oath, caught, ache, talk, it-the, would-dollar, are-our-or, well-will, that-thousand-thank, am-may, can-kind, go-ago-good, at-able, a-an, they may, they will, they are, they can, they would, they wrote, he will, he can, he would, will he, can he, may he, would he, may the, that the, are the.

They wrote me that he would eat an egg.

Would he deem it a good deed?

He may load the lath or the wood.

Dick can get him a good hat.

They may take me home.

The lad may take the good lock.

Will the lady get a thousand-dollar coat?

What can you say of O when used in the middle of outlines?

In what direction is the circle turned when joined at the beginning or end of straight strokes?

How is the circle turned between strokes forming an angle?

What can you say regarding the use of silent or obscure letters?

How is C represented in shorthand?

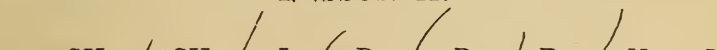
How many sounds has G? Give examples.

How is the circle written when joined to curved strokes at the beginning or end of the stroke?

How is H represented? Where is it placed?

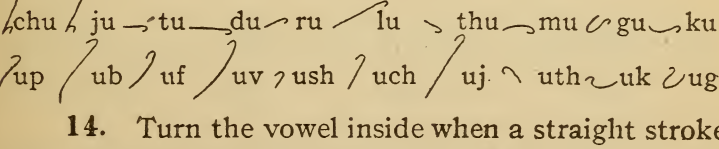
Which does H always precede, a vowel or a consonant?

LESSON II.



12. All of the above consonants are written downward.

13. If U does not form as a hook, an angle should be used. It sometimes happens that the slant or direction of U is slightly varied for the purpose of securing easily made joinings. Observe closely the following illustrations:



14. Turn the vowel inside when a straight stroke follows P or B, and when K follows a downward straight stroke.

Note. $\bar{U}$, $\breve{U}$, $\bar{O}\bar{O}$ and $\breve{O}\breve{O}$ are represented by

15. O, in words like *dove, love*, etc., has the sound of short U, as in *up*.

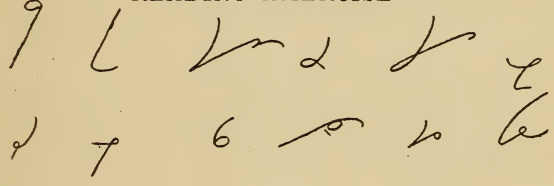
16. There are times in the middle of outlines when the circle vowels take the form of loops; as in *latch*, and *grave*.

GENERAL EXERCISE

	if	i-f		off	o-f
	fit	f-i-t		each	e-ch
	edge	e-j		hitch	h-i-ch
	show	sh-o		ditch	d-i-ch
	cheat	ch-e-t		latch	l-a-ch
	jet	j-e-t		vim	v-i-m
	pick	p-i-k		lamp	l-a-m-p
	black	b-l-a-k		feed	f-e-d
	get	g-e-t		fellow	f-e-l-o
	achieve	a-ch-e-v		sheet	sh-e-t
	live	l-i-v		left	l-e-f-t
	Dave	d-a-v		thief	th-e-f
	grave	g-r-a-v		glib	g-l-i-b
	grade	g-r-a-d		grab	g-r-a-b
	to	t-u		do	d-u
	up	u-p		whom	h-u-m
	coop	k-u-p		fool	f-u-l

	food	f-u-d		room	r-u-m
	rule	r-u-l		tool	t-u-l
	tour	t-u-r		Ruth	r-u-th
	love	l-u-v		dove	d-u-v
	tough	t-u-f		covet	k-u-v-e-t
	bought	b-o-t		pour	p-o-r
	rove	r-o-v		fall	f-aw-l

READING EXERCISE



WORD-SIGNS

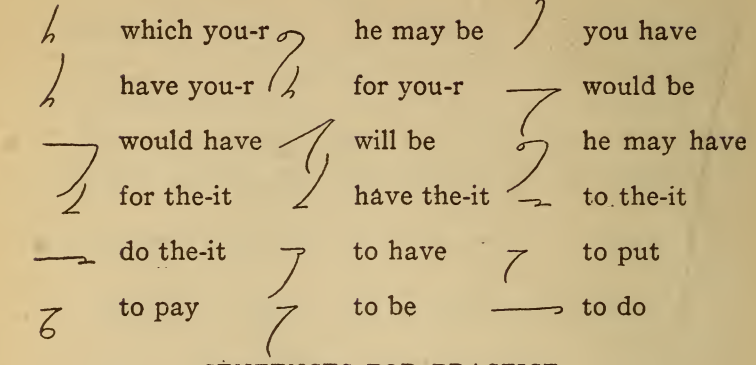
	shall-ship-short		for
	which-change		have
	judge		of
	hope-put-prompt		all
	be-but-been		your

PHRASING.

17. TO may be phrased without the vowel if a better joining or greater speed may be obtained by so doing. See, "to be."

are you-r will you-r to you-r

do you-r would you-r may you-r



SENTENCES FOR PRACTICE

He will pay a dollar for a load of it.

Jack wrote me to have the room ready.

You may pay for the wood or the coal.

Will you fit up a room for him?

The judge will pay for the team.

Have you change for a dollar?

READING EXERCISE

TEST EXERCISE

beet, path, Dave, Jack, fee, fit, show, latch, lamp, bath, do, coop, room, bought, Ruth, love, grave, if, each, ditch, jet, back, fellow, me, though, cool, rule, pour, live, dove, glib, aid, gay, ready, meek, off, lit, edge, ledge, vim, bait, him, achieve, up, food, tool, rove, left, tough, well, grade, half, her, hitch, cheat, are, pick, to, feed, whom, fool, at, tour, a, fall, an, rivet, covet, can, grab, you, head, omit, dollar, am, caught, ball, foot, break, plate, value, age, lead, fair, pay, heavy, tame, reach, allege, both, faith, kept, rough, approach, brick, feet, job, fish, shot, sheet, brief, flat, joke, pledge, teach, block, catch, free, meat, preach, peach, volume, boat, choke, oak, profit, vote, shall, get, short, ship, which, change, judge, hope, put, prompt, be, but, for, have, of, all, your, are you, will you, to you, do you, may you, for you, which you, he may be, you have, have you, for you, would be, would have, will be, he may have, to put, for the, have it.

Jack may vote if he will keep the pledge he made.

The lad may catch the fellow who broke the big plate.

He will pay the judge for that joke.

Will you ship the short wood to me?

Whom would you thank for the change?

They may have a dollar off if they will pay for the lock they broke.

Is the vowel written inside or outside in the words *Jack* and *bath?*

Is the vowel written inside or outside in the words *Dave*, *live*, and *thief?*

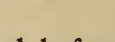
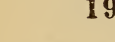
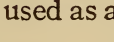
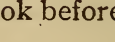
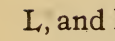
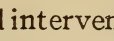
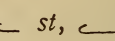
Give the consonants that are used in edge, egg, ledge, hedge, gay, game, cat, and coat.

LESSON III.

18. S has two forms known as *first S* and *second S*.

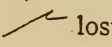
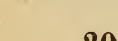
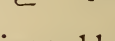
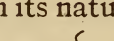
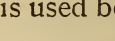
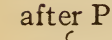
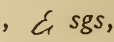
(First S) Second S

19. First S is used as a small hook before T, D, R, L, and K if no vowel intervenes; as, *st*, *sd*, *sr*, *sl*, and *sk*.

step
stop
 slack
 slip
 skip
 school
 most
 lost
 post

20. First S, in its natural form, is used before and after P, B, and G; as, *sps*, *sbs*, *sgs*, *seps*, *sbes*. It is also used after all strokes struck with forward motion, with the exception of M when followed by a circle vowel; as in *miss*, when second S is used.

ds, *tes*, *ks*, *ms*, *ls*.

sap
 saps
sober
 sag
sags
 dose
dogs
 race
 loss
 aims
case
 these

21. Second S is used after M when followed by a circle vowel, and in all cases after U; as, *miss*, *lose*.

Second S is used before and after F, V, SH, CH, and J; as, *shs*, *sch*, *sfs*.

Second S is used before all strokes made with forward motion, provided a vowel intervenes; as, *set, said, seek, seem, sell.*

Second S is used when S is the only stroke; as, *us, easy.*

It will be noted that a downward curve takes the form of S which resembles the curve; as, *seps, sves.*

safe	saves	sash
ships	ages	sage
set	sad	soul
seem	seek	Seth
ease	so	sue

22. SES or ZES, if unaccented, is represented by joining First S with Second S, or Second S with First S; as, *faces, graces.* If this syllable is accented, use the vowel; as, *possess.*

face	faces	pass
passes	cause	causes
miss	misses	loses
gas	gases	cases
possess	possesses	losses

PENMANSHIP EXERCISE

st	sd	sr	sl	sk	set	sed	ser	sel	sek	sat	sad
sar	sal	sak	sot	sod	sor	sol	sok	sut	sud	sur	sul
suk	sum	sps	sbs	sgs	sef	saf	sof	bes	bas	bos	sg
seg	sag	sog	gs	ges	gas	gos	ts	tes	ds	das	dos
rs	res	las	los	ks	kes	kas	kos	ms	mes	mas	mos
sf	sev	sav	fas	ves	vos	chs	jes	shs	s	es	ses
tus	dus	rus	lus	kus	mus	pus	bus	fus	vus	chs	js

23. N has two forms, both of which are taken from the longhand N. These strokes are traced with an upward and forward motion.

First N Second N

24. Use the first stroke when N is the only consonant or if there appears to be no choice. First N is almost always used at the beginning of words. See lines one, two and three. Use second N if the first form does not make a good joining. See lines five and six.

on		green		loan	
need		phone		man	
evince		sense		then	
than		thence		many	
again-st		gone		gain	
cane		keen		pain	

25. At the end of strokes, N, if preceded by short e, short o, or short u, is represented by a hook; as in even, pen, ton, etc. This hook for N is

made very small, and turned with the same motion as that used in making second N.

open	even	often
happens	broken	spoken
button	leaden	done
fun	pen	ten-ton

26. After T, D, TH, and K the N-hook is enlarged to add S.

Dickens	Athens	tens-tons

GENERAL EXERCISE

esteem	coupon	laces
annual	reckon	reckons
famous	oven	opens
loans	loss	bosses
knew	gossip	fix

WORD-SIGNS

in-any	know-no-not	his-is

PHRASES

27. AS is phrased without the vowel. AS, HIS, and IS may be reversed in phrasing.

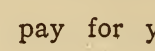
NOT is phrased by means of the N hook.

as it is	as good as	as well as
as you are	the good	at any

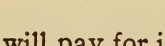
in which	in no	would not
do not	in any	is not
is the	is as	is that
is our	as it has	shall not
shall you-r	to see	to say
to any	to know	to which
to his	to our	to that

SENTENCES FOR PRACTICE

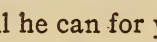
Shall Ruth pay for your room?



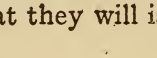
No. Nellie will pay for it.



He will do all he can for you.

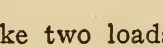


It is said that they will issue it for our school.

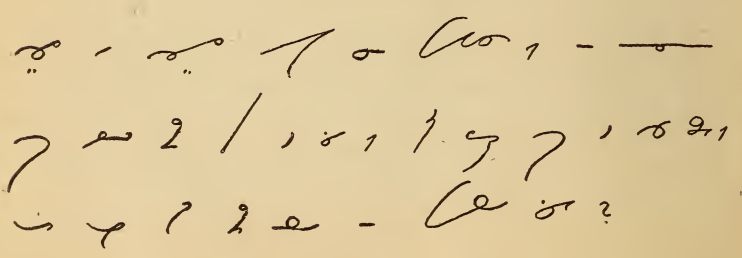


They are ready to ship the goods to you.

Will you take two loads of wood?



READING EXERCISE



TEST EXERCISE

seal, evince, see, sells, written, manual, esteem, gone, say, boast, sees, tax, sit, coupon, keen, soft, rose, fees, steam, seem, famous, man, pays, spools, basis, stick, stage bosses, green, spoke, case, races, stock, many, taxes, on, saves, sack, graces, seen, annual, phone, ships, grass, cases, sale, selves, oven, able, changes, glass, loses, seal, sketch, loss, at, stop, judges, causes, laces, soul, grain, gossip, would, faces, passes, codes, gloomy, loans, the, gases, poses, gain, may, school, assess, misses, safe, brain, go, cost, stays, losses, sacks, assets, push, opens, good, step, steps, haste, reckon, am, lost, schools, seizes, stops, human, but, post, ease, cash, sorry, again-st, be, slack, lose, case, affix, cane, put, face, frame, alas, own, need, short, most, lays, same, gross, safe, which, ship, than, then, change, thence, judge, pain, dollar, gain, it, are, well, our, will, or, that, a, thousand, an, for, have, you, your, of, all, ago, in, hope, mix, knits, tins, annually, catch, suffixes, as, roast, aims, sue, guess, neat, loan, easy, slip, miss, stuff, main, any, know, is, not, his, prompt, as it is, would not, shall not, to our, in no, as it has, in which, is that, is our, to his, to which, to know, to any, to say, to see, to that, is as, shall your, is the, is not, in any, the good, do not, as you are, as good as, as well as, would not, he will.

He may save a dollar if he will pay the taxes then.

Do you know the famous man who will sail on the ship?

Lena Blake will bake a good cake for the lady to take.

He will not have the change which is in the broken dish

Would you pay me that half-dollar which you have in your safe?

Can you read all that you have written here?

Write the forms for the following: sels, sal, sol, sls, set, sat, sot, st, seks, saks, sks.

Illustrate S attached to downward curves.

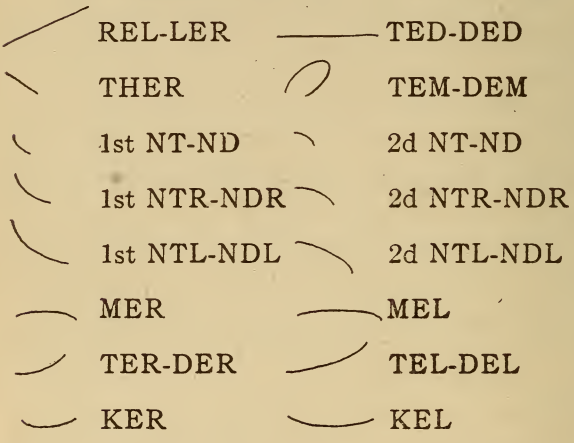
Which S is used when S is the only stroke? Illustrate.

Which N is used when N is the only consonant?

Define and illustrate the use of the syllable EN used at the end of certain syllables and words.

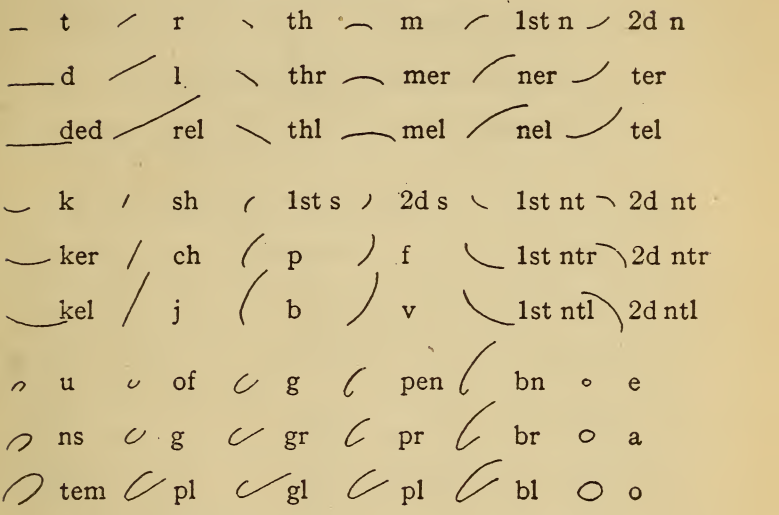
LESSON IV

DOUBLE AND TRIPLE CONSONANTS.

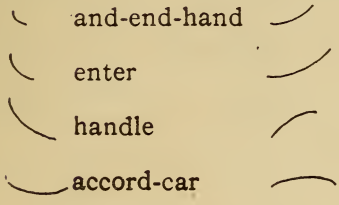


28. These combinations are pronounced with short vowels, and the student should learn to call them by their names and to speak of them as syllables. Sometimes a more prominent vowel than the short E used above occurs in connection with a blended syllable and in many of these cases the writer may secure a short and easily made character by using the blend; as in ——— *date*, *damage*.

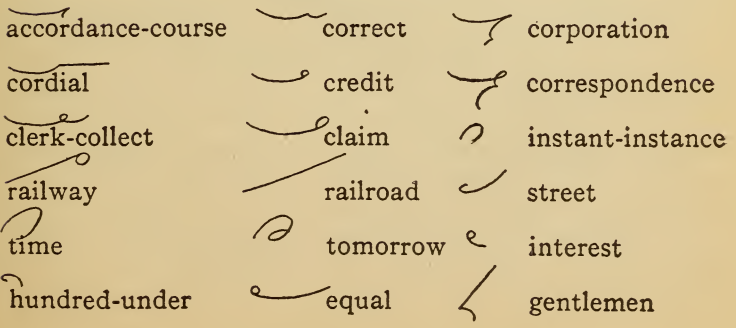
PENMANSHIP EXERCISE


t r th m 1st n 2d n
d l thr mer ner ter
ded rel thl mel nel tel
k sh 1st s 2d s 1st nt 2d nt
ker ch p f 1st ntr 2d ntr
kel j b v 1st ntl 2d ntl
u of g pen bn e
ns g gr pr br a
tem pl gl pl bl o

WORD-SIGNS



CONTRACTIONS



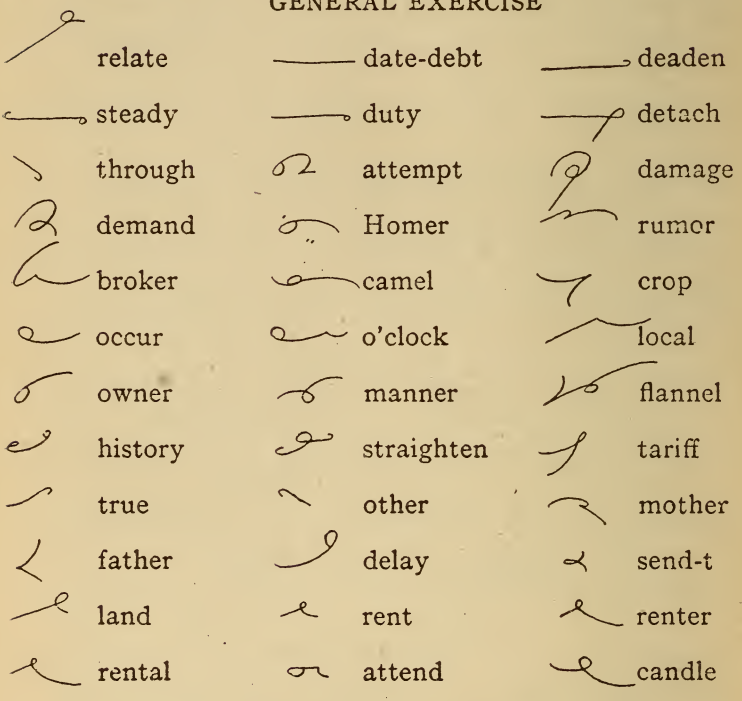
PHRASING

is at hand — at any time

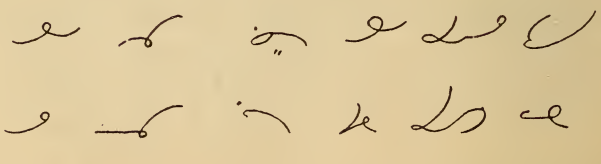
in accordance — on hand

it will — it will be

GENERAL EXERCISE



WRITE IN LONGHAND

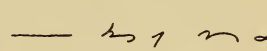


SENTENCES FOR PRACTICE

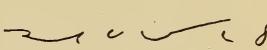
Your note is at our office.

You may go today if it would suit you.

You may send us two cars of coal and eight cars of coke.



If you can send us a car load of wood you may do so.



Gentlemen:

In accordance to correspondence which is at hand today, he will pay the clerk tomorrow.

TEST EXERCISE

history, steady, deaden, straighten, shall, manner, his, local, relate, short, put, detach, prompt, rumor, camel, good, occur, delay, is, Homer, demand, ago, date, owner, no, ship, meaner, which, attempt, broker, not, damage, o'clock, flannel, go, crop, in, true, change, duty, land, it, renter, judge; candle, send, mantel, the, rental, attend, in accordance, traitor, stone, accord, render, clean, course, would, battle, gentlemen, across, dollar, victim, tender, be, study, sender, but, tree, trick, have, clothe, at any time, factory, deliver, draw, stand, cordial, for, grand, our, is the time, lender, slander, apprehend, track, debt, plant,

well, grant, our, event, is at hand, clear, during, will, lend, fiddle, postal, and, close, correct, it will, plumber, trust, instance, hindrance, are, it will be, or, corporation, credit, entry, on hand, tomorrow, interest, hundred, enter, today, hunter, near, at, a-an, hand, clerk, nor, claim, correspondence, that, end, am, equal, street, railroad, railway, instant.

WRITE IN SHORTHAND

Our car leaves at three o'clock.

You may ship the goods if you can do so.

The land will cost you $33 an acre.

You may deliver it for us tomorrow.

He will do well to sell all of his goods during May.

Your broker seems to take an interest in your good credit.

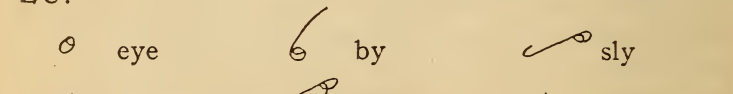
The railway clerk will send it to you on time.

It will be your duty to rent the land of him.

LESSON V

29. Diphthongs.—The diphthong I is composed of Italian A followed by E, while OI begins with a somewhat broader sound of A finishing with E. OI is made larger than I. These characters may be inverted; as in *life*, or the small circle may be contracted to an angle; as in *size*.

Note carefully how O and U are joined in forming OW or OU. Also note the same distinction in EW and EU.

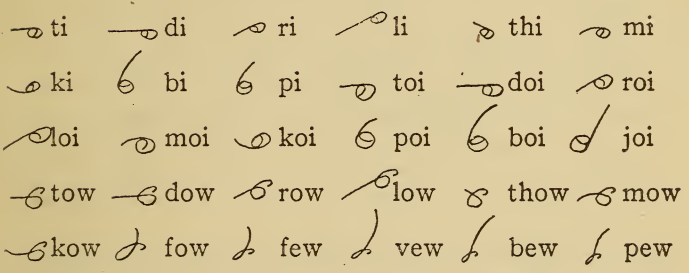


OI foil spoil

OW or OU how now

EW or EU few cue

PENMANSHIP EXERCISE



30. EW or EU may be contracted to U.

lieu music new

31. W and Y are coalescents. Each is made up of two different sounds which, taken together, make the necessary sound. W is represented by U. There is no danger of W and U causing trouble as W is always followed by a vowel while U is followed by a consonant. Where W is followed by a circle vowel, make the hook for W small and above the circle. The form starts similar to the figure 2.

we way woo

widow window weave

32. Phonetically, WH is HW, and in shorthand H is written first.

wheat whack whip

33. W is disjoined in words if a better outline may be had. It will be noticed that O, AH and AW are not omitted after W. The advanced writer usually omits W altogether in the following words:

quit quick quote

 to-wit why wire

while watch week

 were when where

wish want went

34. Y, when standing alone, is represented by a small circle. It cannot conflict with E however, as Y is always followed by a vowel, while E is always followed by a consonant. Use a small loop to represent YE and a large loop to represent YA or YO. This sound is always used at the beginning of words.

Yale yet year

35. U and OW are omitted before N and M, and combinations beginning with N or M, in the middle of outlines.

announce found sound

down town summer

36. Where two vowels come together, write the more prominent and indicate the other with a dot inside.

 payee Owen boa

37. Voiced and whispered sounds are sometimes represented by the same sign; as, S and Z, TR and DR, NT and ND, etc. They may be distinguished by placing a dot above and a little to the right of the character, for the voiced sound.

zest zero drain

38. The words in the following list occur so often that it is best to learn them without vowels, so that they may be written at the highest possible rate of speed.

bill bad paid

came-come like much

check per make

them took should

file-follow bank rush

there-their price book

IRREGULAR CONTRACTIONS

was w-s what w-t one w-n

yes y-e use e-u out o-u

word w-u world w-u-r wonder w-u-n

with i-t this t-i(short I) call k-all

39. The following contractions begin exactly as the word would if written in full. Note that each outline is composed of but one consonant and one vowel.

about-object acknowledge advantage-avenue

after allow America-n

ever-y

ignorant

beg

beauty-iful

behold-body

care

carry

could-curious

did

doubt

duly

favor

feel-fill

full-y

gave

give-n

jury

let-letter

look

mail

move

name

people

point-appoint-ment

poor

pure

possible

power

remain-remit-tance

testimony

very

PHRASES

40. "I" is contracted to A before F, V, M, and P.

I am

I am not

I hope

I have

I have been

I have not been

has been

it has been

I cannot

I would not

be able

to be able

yes, sir

no, sir

of all

all of

use it

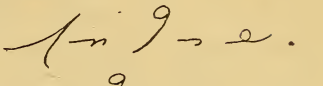
use any

of our

of your

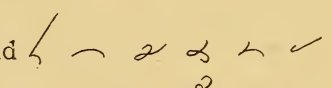
SENTENCES FOR PRACTICE

It will be to your advantage to take a 23d Avenue street car.



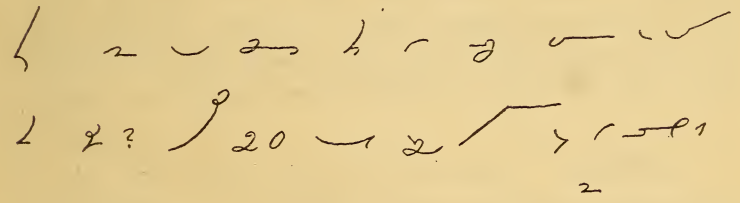
Will you go with me to see our friend tomorrow?

Gentlemen: May we not send you some of our dress goods? We have them on hand and can ship at any time if it would suit you.



Yours truly,

READING EXERCISE



TEST EXERCISE

we, year, summer, check, merit, was, advantage, it has been, widow, and, theory, them, owl, grantor, what, avenue, I will not, way, I, payee, should, hue, valid, one, America-n, yes, sir, woo, size, deliver, per, foul, may, call, beg, no, sir, oil, window, museum, intend, alike, of, yes, enter, high, Owen, good, pause, all, out, allow, did, use it, care, we cannot, weave, life, rush, radius, am, ground, use, body, favor, use, any, whip, sly, paid, around,

thresh, wonder, quaint, Lydia, much, pound, hide, world, gave, let, zest, quote, sight, made, aviate, show, word, quit, spoil, with, letter, accord, took, round, obtain, move, quick, send, ago, bank, higher, this, point, power, to-wit, zero, file, barge, paper, near, ice, appoint, bow, drain, follow, by, remain, equip, few, bathe, go, bound, summon, dwell, new, ear, the, there, remittance, at, island, my, why, cue, clothe, their, soon, try, behold, very, boy, testimony, I am, wire, youth, then, thence, jump, while, music, than, able, lies, boa, watch, I am not, during, come, more, came, wagon, murmur, were, profit, come, shall, build, mania, I have, I hope, wish, wait, war, occur, want, would not, rapid, his, yell, clause, had not, went, price, willow, about, duly, I have not, when, acquaint, fluent, make, will, glad, every, full-y, we may not, and, trust, get, yoke, beauty, jury, I cannot, where, in, abundant, ship, thousand, attend, all of, to, week, wool, done, mail, of all, hand, inch, boil, wife, lessen, doubt, people, of our, Yale, adopt, debt, feel, whittle, drayage, yet, possible, be able, any, coil, win, indict, fill, do, ignorant, I have been able, year, date, quaint, drop, give-n, I may be able, found, announce, caught, look, benefit, sound, have been, bad, quiet, far, ten, name, down, town, like, how, fraud, ten, poor, pure.

Gentlemen: What can we do for you in the way of wood and coal for the season? We have ten cars that we can load and ship in two days. We should like to hear promptly.

Yours truly,

How is W formed? Illustrate.

How is Y formed? Illustrate.

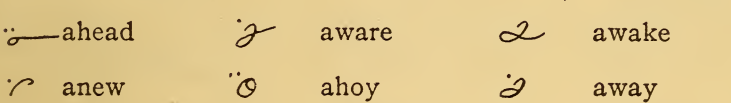
Explain how W may sometimes not be written in the body of a word.

LESSON VI.

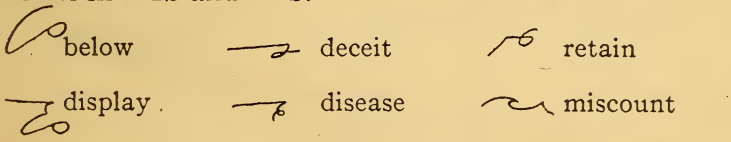
41. Abbreviation.—The complete alphabet has been given in the preceding lessons and no word can be written without using some element already learned. In the lessons that are to follow, abbreviating principles are given which shorten words so that they may be written with the greatest possible speed. Certain syllables and prefixes as well as suffixes are shortened, some being joined, while others are disjoined.

NOTE. In paragraphs 47, 55, and 56 outlines will be found which will be slightly abbreviated.

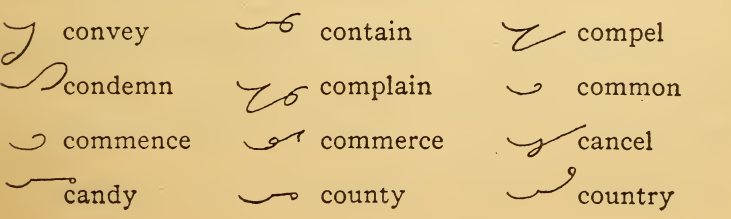
Before H, W, and a few consonants where the circle for A cannot be easily joined, A may be represented by the use of a dot, placed at the beginning of the word. The dot for A never conflicts with H, as H is always read before a vowel.



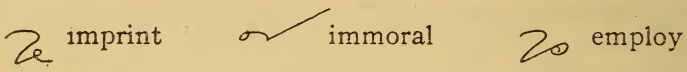
42. B, D, and R, when followed by long E, are seldom vocalized when used as prefixes. Omit the vowel in MIS and DIS.



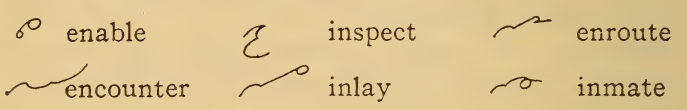
43. COM, CON, and the occasional prefixes CAN, COG, COUN and CUM are represented by K.



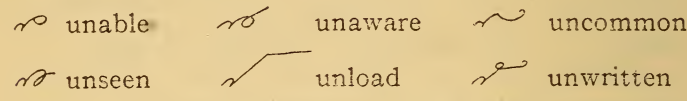
44. EM and IM are represented by M, unless followed by a vowel. If the prefix is followed by a vowel, it should also begin with a vowel.



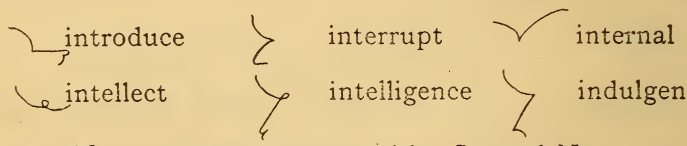
45. EN and IN are represented by First N. If this prefix is followed by a vowel, it should also begin with a vowel; as in *enable*. The prefix EN or IN before T, D, R, L and M may take the form of a small hook turned with clock motion.



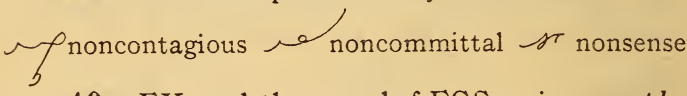
46. UN is represented by UN unless the prefix comes before T, D, R, L, or M, in which case the N is dropped.



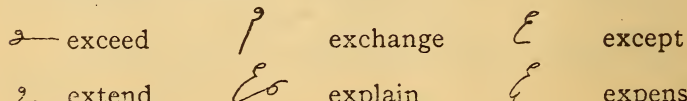
47. ENTER, INTER, INTRO and INTEL are represented by NTR.



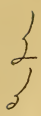
48. NON is represented by Second N.



49. EX, and the sound of EGS, as in *example*, are represented by ES.



50 FOR, FORE and FUR are represented by F.

 forfeit forenoon furnish

 foresee foreign fortune

51. SUB is represented by S, joined wherever possible by using an angle.

sublease subsequent substance

52. Word-signs may be used as prefixes.

shorthand shipwreck understand

alter also afternoon

53. Prefixes may be compounded.

accomplish accommodate incomplete

54. CIRCUM, CIRCU and SELF are represented by S, disjoined.

circulation selfish self-esteem

circumspect self-content self-confessed

55. MAGNA-E-I and MAC are represented by disjoined M.

magnify magnanimous magnitude

McDonald MacKenzie McVey

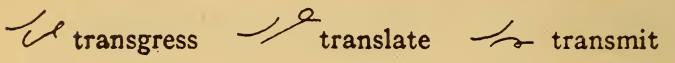
56. MULTI is represented by MU, disjoined.

multiply multiple multitude

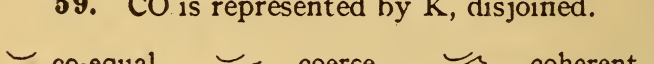
57. OVER is represented by placing O over the following word.

overcome overdo overtake

58 TRANS is represented by TR, disjoined.



59. CO is represented by K, disjoined.



PHRASES

60. OF THE is indicated by proximity. The words just before and after this phrase are written close together, the last word being written a little below the first.

one of the men

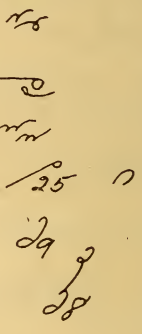
day of the week

wonder of the world

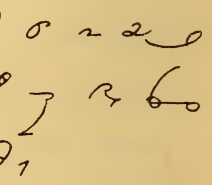
letter of the 25th instant

your favor of the 9th

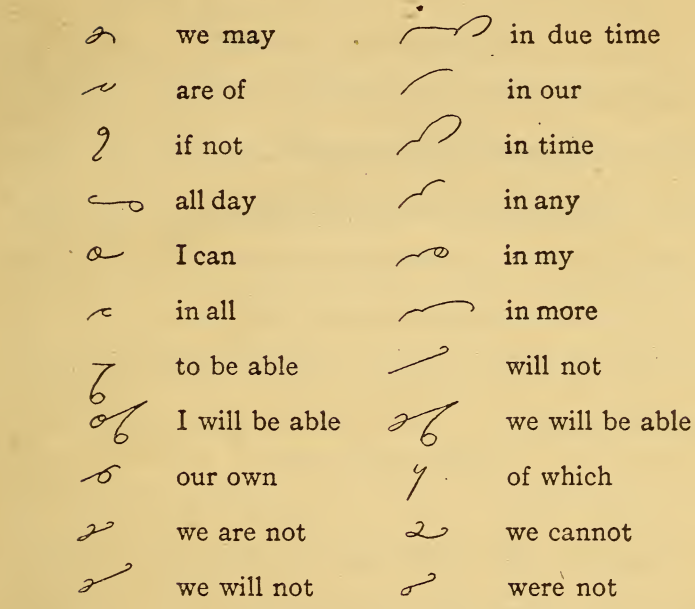
we have your favor of the 8th



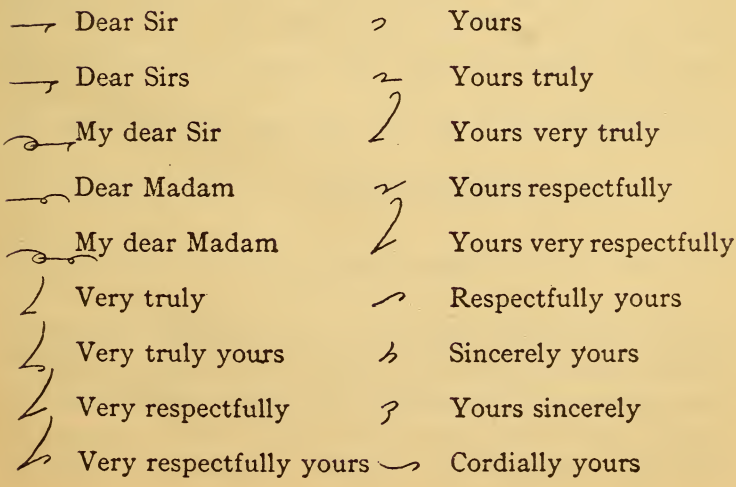
We shall fill out what we can of the claim and try to have it in your hands by day after tomorrow.



COMMON PHRASES



COMMERCIAL PHRASES



LETTERS FOR PRACTICE

Dear Sir: Your note was due on the 27th of May and you have as yet not paid it. We should like to have the cash by June 15, as we have accounts that are due on that date and it would help us to meet them if you will be able to pay at that time.

Very truly yours,

Dear Sir: We should like to have you go to the country with us on the 15th. We have a claim that is due us and we hear that the person who owes us will leave in a short time. If he does, we shall not be able to get our money and we should like to see him soon.

Yours very truly,

TEST EXERCISE

ahead, wish, poor, candy, introduce, fortune, overcome, renew, am not, My dear Madam, in, wonder, possible, commerce, entertain, sublease, transgress, devote, renewal, are not, Very truly, any, word, could, power, commence, interrupt, subsequent, translate, committee, restrain.

we may, go, world, curious, common, enterprise, are of, substance, transit, compress, good, Very truly yours, yes, did, condemn, Very respectfully, doubt, this, complain, interfere, accommodate, congress, shorthand, if, no, Yours truly, about, duly, testimony, intellectual, incomplete, conceive, subway, I can, Yours very truly, not, object, favor, very, cancel, intelligence, circulation, in all, embody, one of the men, is, acknowledge, feel, aware, contain, indulgence, selfish, excess, to be able, day of the week, his, advantage, fill, awake, convey, intelligent, self-esteem, indulgent, exclaim, anew, I will be able, wonder of the world, avenue, full, employee, out, noncontagious, excuse, will not, allow, gave, ahoy, immoral, noncommittal, self-content, express, uncommon, of which, use, letter of the 2d inst., America-n, give-n, away, imprint, self-confessed, impeach, undergo, our own, your favor of the 9th inst., usual, jury, below, encounter, exceed, was, magnify, incorrect, on your, ever, let, we have your favor of the 8th, deceit, enroute, magnanimous, incomplete, we are not, watch, every, letter, retain, enable, except, magnitude, increase, unpaid, we can, Respectfully yours, week, ignorant, look, argue, invite, extend, McDonald, indeed, we will, were, one, mail, else, Very respectfully yours, instead, explain, MacKenzie, innocent, were not, what, most, Yours respectfully, beauty, move, regain, inspect, expense, McVey, interview, which will, Sincerely yours, when, unable, forfeit, multiply, outline, we will be able, where, Yours sincerely, behold, name, unaware, forenoon, alter, multiple, Dear Sir, why, body, wire, Yours very respectfully, people, furnish, uncommon, multitude, debate, call, Dear Sirs, Cordially yours, recall, point, country, unseen, foresee, overcame, deceive, recourse, while, My dear Sir, care, appoint, county, unload, foreign, overdo, degree, refuse, Dear Madam.

LESSON VII.

61. Long words, and even some short words, may be ended as soon as I, SH, NG and NGK are written. Should the writer so desire, an additional stroke may be written to words shortened under this rule, but it is seldom necessary. SIGN, SIGHT and a very few other short words are better written in full.

client
describe
decide

write
fine-find
side

light
 assign
provide

fashion
passion
physician

deficient
special
proficient

 social
 essential
suspicious

punctual
singular
language

62. URE is represented by U.

sure
assure
insure

feature
venture
indenture

63. The syllable TITUDE or TITUTE is represented by TET

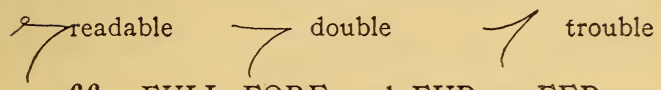
 substitute
gratitude
 aptitude

64. LY is represented by the small circle E. LY preceded by a vowel is represented by a loop. This loop is made small for ILY and large for ALY.

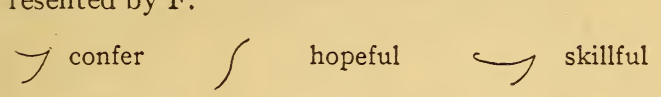
early
gently
calmly

prettily
readily
literally

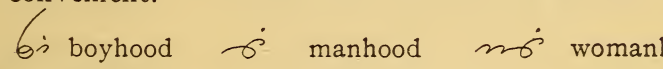
65. BLE is represented by B.



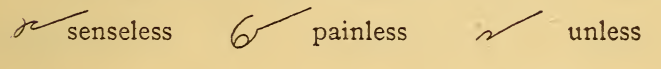
66. FULL, FORE, and FUR or FER are represented by F.



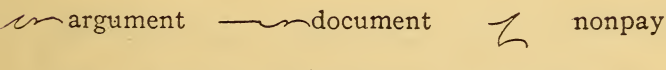
67. HOOD is represented by HU, joined if more convenient.



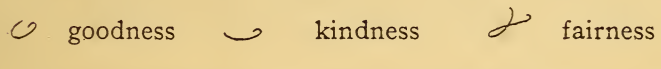
68. LESS is represented by L.



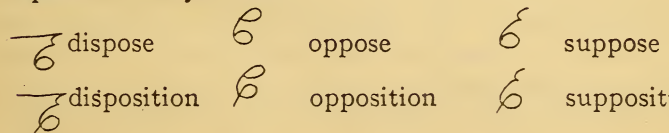
69. MENT is represented by M.



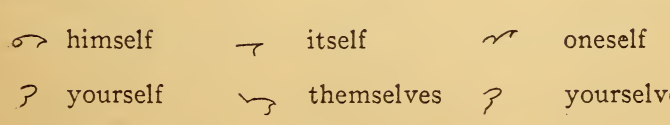
70. NESS is represented by Second N.



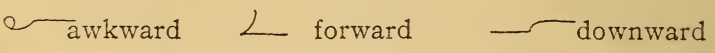
71. POSE is represented by PO. POSITION is represented by POSH.



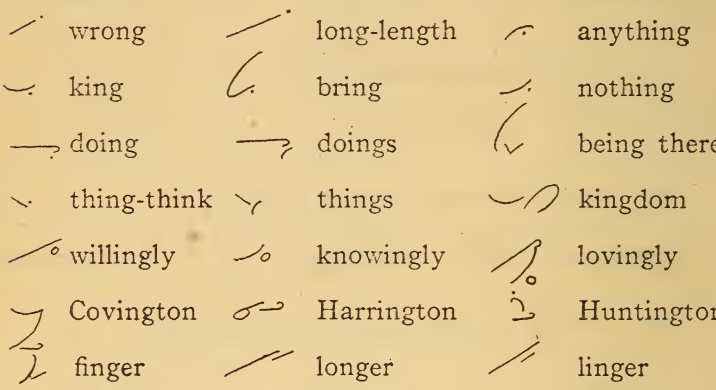
72. SELF is represented by S, and SELVES by SES.



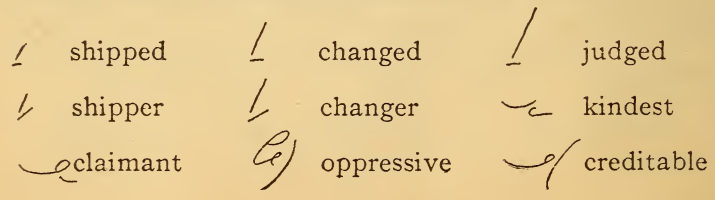
73. WARD is represented by D.



74. A dot placed by the side of a stroke indicates ING or THING. First S placed in the position of the dot represents INGS. Any word or syllable may be written in the place of the dot and ING will in this way be represented. If any other letter than I precedes NG, write the dot at the end of the stroke.

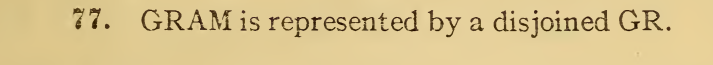


75. The syllables TED and DED may be represented by a disjoined T, placed under and to the right of the last stroke. ER, especially after word-signs and contractions, is represented by R disjoined. IVE and TIVE are represented by a disjoined V. In like manner other strokes may be disjoined if by so doing the individuality may be retained.

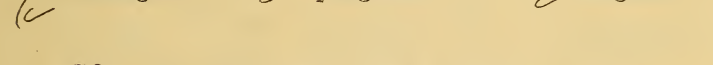


76. IFICATION is represented by a disjoined F.

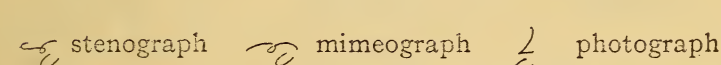
77. GRAM is represented by a disjoined GR.



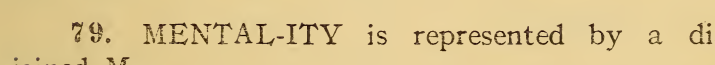
78. GRAPH is represented by disjoined G.



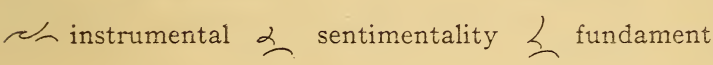
79. MENTAL-ITY is represented by a disjoined M.



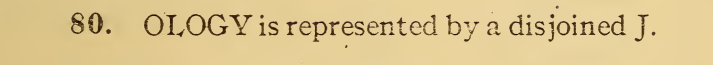
80. OLOGY is represented by a disjoined J.



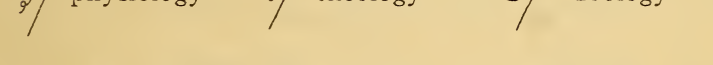
81. SHIP is represented by SH disjoined.



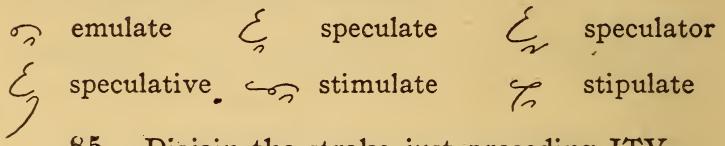
82. TIC-ENTIC is represented by K disjoined.



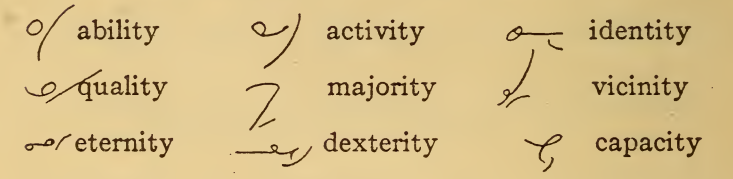
83. ICLE is represented by KL disjoined.



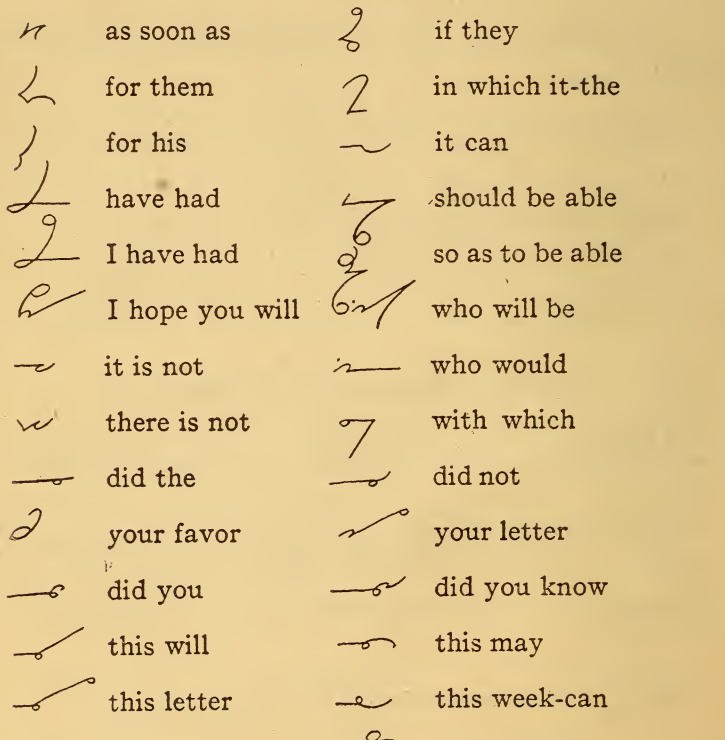
84. ULATE is represented by a disjoined U.



85. Disjoin the stroke just preceding ITY.



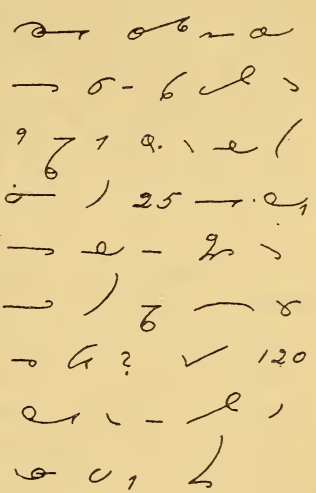
PHRASES



LETTERS FOR PRACTICE

My dear Sir:

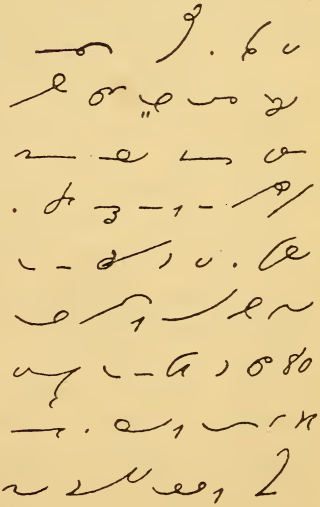
I will see what I can do on the piece of land that you wish to buy I think that this can be had for $25 an acre. Would you take it if you knew that you would not have to pay more than this price? There are 120 acres and the land is quite good. Very truly yours,



Dear Madam:

We have a piece of land out in Cass County that we know you would take should you get a chance to see it. It lies well and the soil is of a black clay loam. It will raise any kind of crops and the price is only $80 an acre. Come in as soon as you can as it will go quickly.

Yours very truly,



TEST EXERCISE

client, fashion, feature, early, readable, unless, confer, boyhood, senseless, argument, goodness, thousand, dispose, oneself, doing, Covington, king, thing, longer, along, shipper, classification, cablegram, stenograph, township, instrumental, physiology, domestic, emulate, activity, accession, action, attraction, ability, behind, available, deficient, social, punctual, venture, string, themselves, anything, think, belong, things, shipped, speculative, identity, dispose, eternity, awful, cancellation, deadly, destruction, careful, gently, caution, describe, passion, fine, special, gratitude, double, hopeful, anxiety, manhood, girlhood, painless, document, kindness, oppose, culture, himself, location, treasure, opposition, daily, machine, pleasure, pressure, doings, facility, bring, maturity, motion, Harrington, knowingly, fidelity, failure, only, fixture, forward, sing, option, handling, pending, badly, sure, long, reassure, length, longer, thanks, assure, changed, changer, function, furniture, notification, judgment, program, herself, moment, mimeograph, myself, element, ourselves, ascribe, sentimentality, theology, aspire, delight, fellowship, being, might, inquire, mile, going, mind, beings, sarcastic, prescribe, provide, icicle, speculate, litigation, suspicious, legible, junction, censure, institution, leisure, night, acquire, radical, esquire, critical, inscribe, feasibility, liability, decide, fairness, physician, nonpayment, side, proficient, hopeless, destruction, institute, indemnity, efficient, indebted, deadly, insure-ance, skillful, trouble, impose, supposition, treatment, incurred, imposition, suppose, itself, yourself, downward, doing the, yourselves, being there, kindest, kingly, kindly, spring, wrong, nothing, Huntington, judged, lovingly, ratification, station, veracity, variety, capacity, require, authority, stroke, strike, locality, arrive, pilgrim, fundamental, beside, fine, light, minority, zoology, steamship, authentic, reside, speculator, indictment, sensible, greetings, reaction, physical, stipulate, among, right, superscribe, this letter, did you know.

LESSON VIII.

86. R, and sometimes L, may be indicated after straight strokes and a circle vowel, by turning the vowel in the opposite direction from the hands of a clock.

If a primitive word ends in T or D and its derivative ends in TER or DER, it is better to use the method given in this paragraph than it is to use the blending principle as learned in the fourth lesson, as, *read*, *reader*.

art	start	voucher
real-ly	roll	held
deal-dear	dare	tell-till
error	steal-still	yield
door	old	hold

87. At the end of words S may be added to the indicated R or L by making the circle into a loop. This loop is small for ES and large for AS or OS.

adores	models	steals
deals	details	strangers
errors	retails	tells

88. After P or B, turn the vowel outside to indicate R or L. This motion is similar to that used in making the figure 8.

port	report	reporter
paralyze	parallel	parasol
paraphrase	paradise	pardon

permit
period
paradox
pairs
 repair
repairer
superior
burn
born
bear
bearer
burden
board
boarder
barrel

89. R and L are indicated by irregular position of the vowel. U before R has the same sound as E before R, and U is used in the word *heard* given below for the sake of distinguishing between *heard* and *held.*

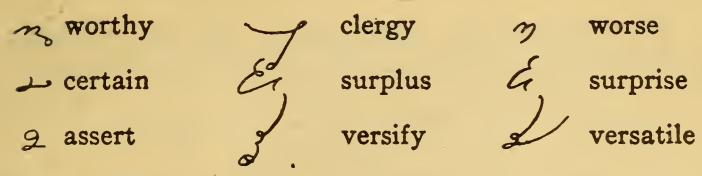
 arm
 harm
 corner
corn
term
virtue
sort
resort
heard
your
ultimately
 field

90. N is reversed to indicate R.

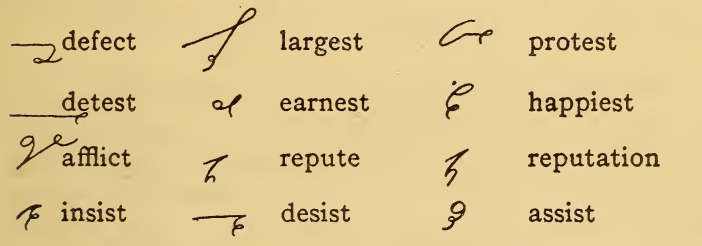
earn
yearn
orange
learn
ornate
morning

91. When R is weakly vocalized it may be safely omitted, as is often done by some speakers. R may be inserted at any time by striking it through the vowel. Well defined syllables grow out of this method; as, *ser*, *sir*, *sur* by writing SE, and *verse* by writing VES.

 cord
firm
turn
insert
concern
larger

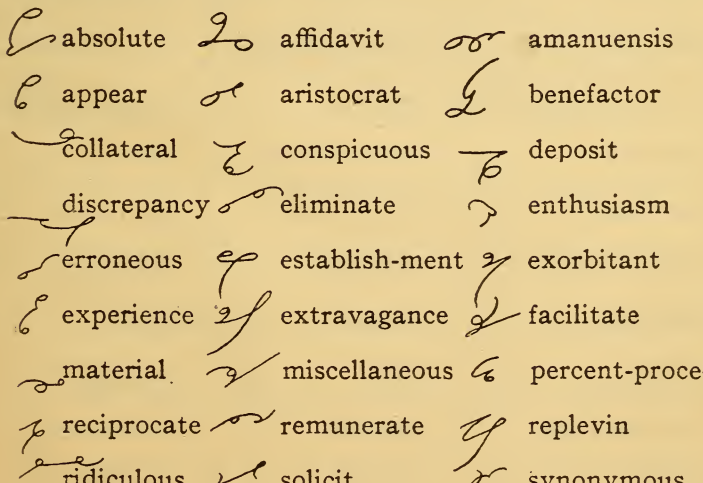


92. When T is final it is seldom written after S or K, and in other places where the sound is weak.

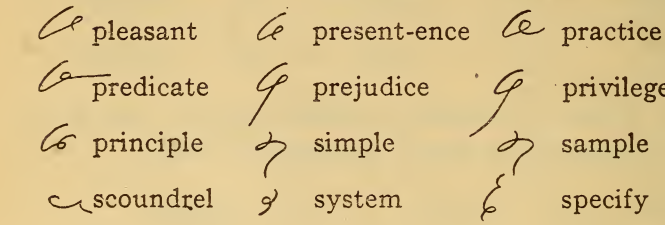


93. D is omitted between short A and J, M or V.

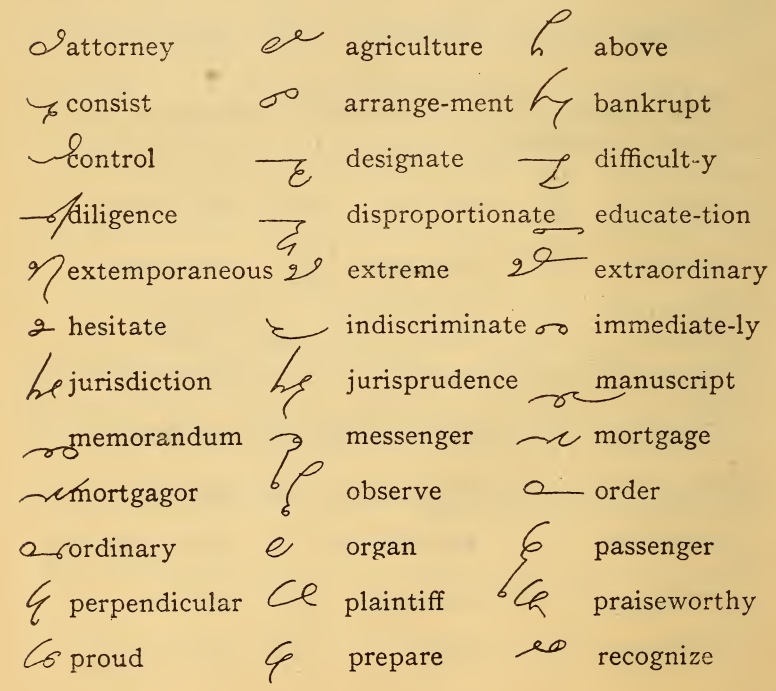
94. Long words contracted by writing as far as the accented syllable.



95. Contractions accented on the first syllable and containing a vowel and more than two consonants.



96. Many long words may be shortened by writing enough so that the writer will have no trouble in reading them. This system gives ample opportunity to abbreviate certain words that might come under any special line of work. Some writers are able to contract a great deal, while others find it to their liking to write their notes very completely.



remedy resignation resistance

seclude telephone vindicate

PHRASES

in fact this morning

I will try free trade

if ever you will be sure

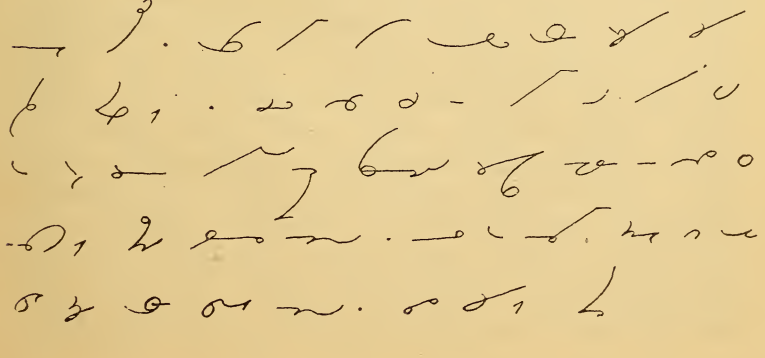
last week next week

which you can would see

at least would say

at last you mention

Dear Sir: We have a corner lot near Clinton Court that we will sell cheap for cash. A certain man saw the lot not long ago and thinks that he would like to have it, but I do not know that he will be able to get the money at this time. If you are ready to make a deal and this lot suits you, call at once as we are quite anxious to make an early sale. Very truly yours,



WRITE IN SHORTHAND

Dear Sir: We have a new bookcase, a History of the World, by Ridpath, and several useful books on bee culture that we will sell cheap for spot cash. The bookcase cost us forty dollars last March and it is just as good as new, but one-half that amount of money will take it. You realize the worth of Ridpath's History of the World.

You may have the whole outfit for seventy-five dollars. We are forced to make a quick sale and you should be here early tomorrow if you wish to get it.

Very sincerely yours,

The chairman will report to the firm in June.

We may wait until May and then go ahead with the work.

What can we do for you in the way of cheap farm lands in Miller County?

You may get the services of a painter who is well versed in his work.

TEST EXERCISE

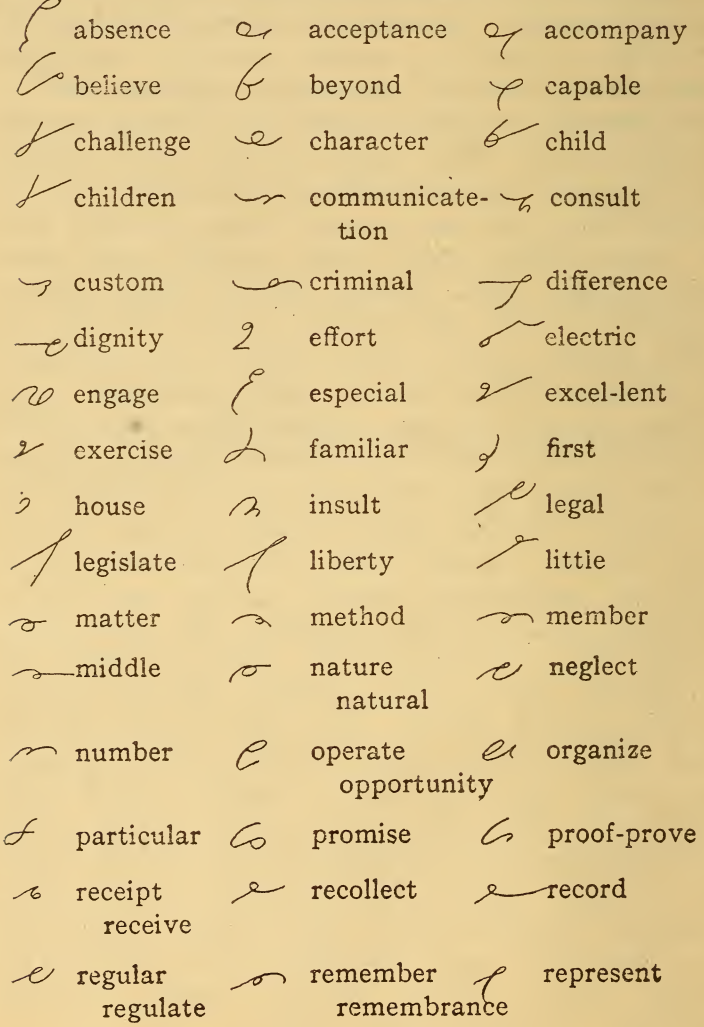
extraordinary, poor, pure, seclude, synonymous, carry, possible, given, wonder, although, facilitate, metropolitan, give, distract, percent, care, proceed, remunerate, appointment, gave, iron, water, district, jail, yard, reciprocate, point, extemporaneous, extreme, material, call, full-y, establish-ment, eliminate, conspicuous, replevin, solicit, reader, models, details, retails, report, bear, paramount, parallel, field, burden, resignation, recognize, deposit, term, your, yearn, ornate, jurisprudence, week, memorandum, mortgagor, passenger, proud, telephone, yield, worthy, would say, at least, you mention, at last, word, ever, who can, manuscript, mortgage, praiseworthy, ordinary, order, were, ignorant, every, next week, clergy, worse, fill, people,

firm, feel, repute, no, which you can, arm, ultimately, orange, larger, beauty, behold, adjust, administer, messenger, observe, repair, pardon, parasol, barrel, bearer, virtue, perpendicular, remedy, vindicate, would see, what, favor, beautiful, agriculture, designate, hesitate, yes, erroneous, discrepancy, experience, ridiculous, supply, one, extravagance, miscellaneous, when, with, present, remember, prominent, simple, absolute, congregate, effect, above, altitude, paragraph, pilgrim, circular, told, plaintiff, exclaim, crowd, act, arrange, specify, principle, active, insist, tardy, convict, assist, conflict, just, test, past, accustom, affidavit, amanuensis, certain, surprise, farm, last, least, reverse, versus, universe, best, art, organ, where, about, start, voucher, rest, deals, court, affairs, strict, inverse, diverse, adores, averse, jurisdiction, in fact, this morning, assort, story, adverse, real-ly, surplus, versify, defect, reserves, store, inconsistent, deserve, largest, earnest, appear, aristocrat, automobile, pleasant, out, why, surface, share, survey, fact, imperfect, soldiers, move, acknowledge, free trade, present, practice, expert, very, export, services, detract, serve, use, agriculture, associate, insert, boarder, enlarge, restore, repair, servant, reverse, wire, advantage, benefactor, collateral, conspicuous, surgeon, barter, was, resort, contribute, earth, reserve, versatile, tell, dare, dear, avenue, deal, till, protest, yarn, search, if ever, you will be sure, error, readers, paradise, charters, perfect, concern, prepare, leaders, earn, card, usual, church, while, allow, detest, control, murder, dares, compare, past, duly, predicate, period, permit, board, did, doubt, mail, door, duplicate, modest, millers, wish, American, corner, turn, compare, deduct, invest, transact, compute, discriminate, bankrupt, letter, indiscriminate, diligence, regard, this, terribly, curious, let, sure, look, last week, enthusiasm, jury, exorbitant, inward, practice, power, privilege, could, scoundrel, delinquent, transport, tribute, watch

LESSON IX.

NOTE. It is suggested to the teacher that the learner carefully review the eight preceding lessons while mastering the contracted forms given in Lesson Nine.

CONTRACTIONS COMPOSED OF ONE VOWEL AND TWO CONSONANTS



result
satisfy-actory
separate
settle-city
several
signify-ature
similar
small
success-succeed
suggest-ion
territory
testify
title
total
tribute
verdict
witness
yesterday

CONTRACTIONS WITHOUT VOWELS

ask
attention
become
better
business
company
confident
danger
defend-ant
definite
depend-ent
desire
develop
disgust
enclose-ure
form-from
freight
future
general-ize
glad
govern
great
important-ance
independent
influence
invoice
magazine
Messrs.
moderate
must
necessary
negotiate
never
opinion
part-y
please
popular
probable
progress
purpose
prospect
publish public

purchase recent-ly refer-ence

regard-less reply response-ible

society speak-speech spirit

state subject work

CONTRACTIONS HAVING NEARLY THE SAME FORM AS LONGHAND ABBREVIATIONS

answer address amount

advertise-ment balance catalog

catholic chapter C. O. D.

discount debtor-doctor department

etc. F. O. B. figure

manufacture merchandise superintendent

ultimo United States O. K.

WORDS WRITTEN AS THEY ARE SOMETIMES SPOKEN BY CARELESS SPEAKERS

admire admit advance

advice agree another

avoid begin began

begun because enough

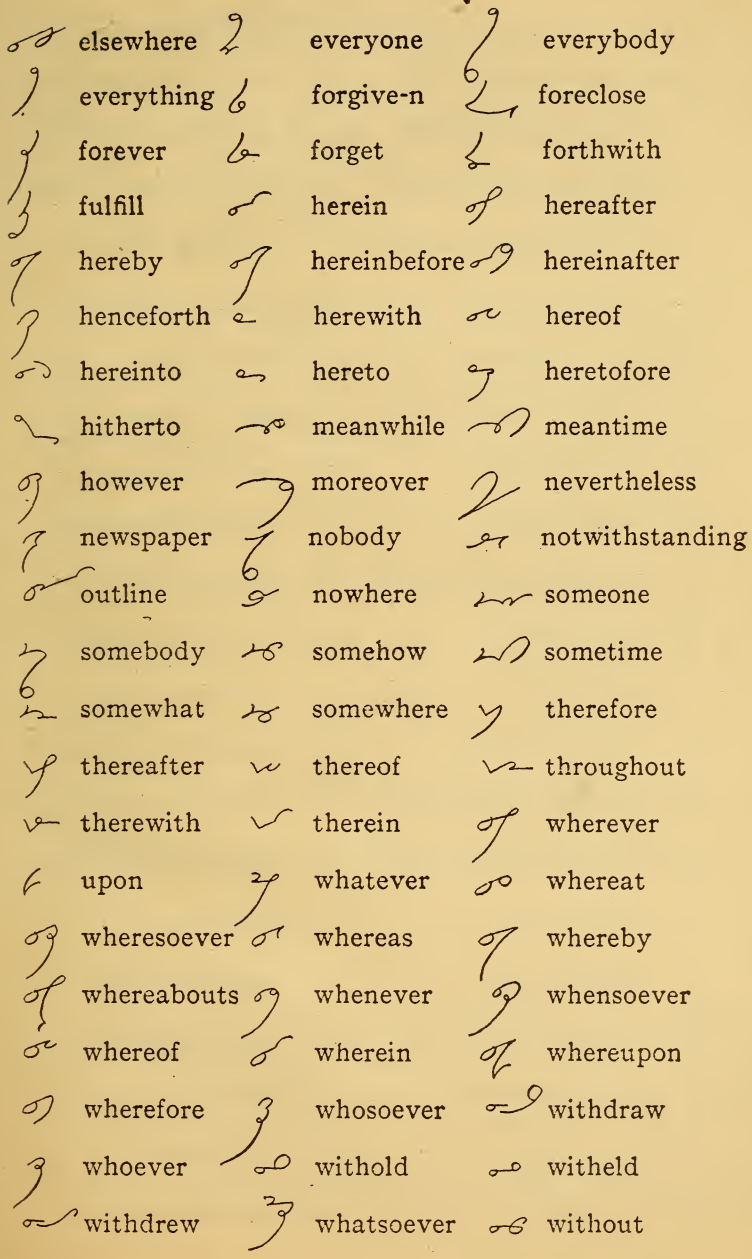
COMPOUND WORDS

although already almost

altogether anybody anything

anywhere behindhand beforehand

behalf everywhere cargo


elsewhere
everyone
everybody
everything
forgive-n
foreclose
forever
forget
forthwith
fulfill
herein
hereafter
hereby
hereinbefore
hereinafter
henceforth
herewith
hereof
hereinto
hereto
heretofore
hitherto
meanwhile
meantime
however
moreover
nevertheless
newspaper
nobody
notwithstanding
outline
nowhere
someone
somebody
somehow
sometime
somewhat
somewhere
therefore
thereafter
thereof
throughout
therewith
therein
wherever
upon
whatever
whereat
wheresoever
whereas
whereby
whereabouts
whenever
whensoever
whereof
wherein
whereupon
wherefore
whosoever
withdraw
whoever
withold
witheld
withdrew
whatsoever
without

CONTRACTED PHRASES

as soon as possible

as far as possible

as long as possible

as well as possible

as near as possible

as a matter of fact

acknowledge receipt of

by mail

by return mail

beg to state

beg to advise

bill of sale

bill of lading

day or two

better than

early reply

early mail

early convenience

earliest convenience

early order

early date

at an early date

 early day

at an early day

early attention

 earliest attention

earliest possible date

earliest possible time

 enclosed please find

First National Bank

glad to see

glad to say

hope to have

 hand in hand

it is possible

in the near future

in consequence

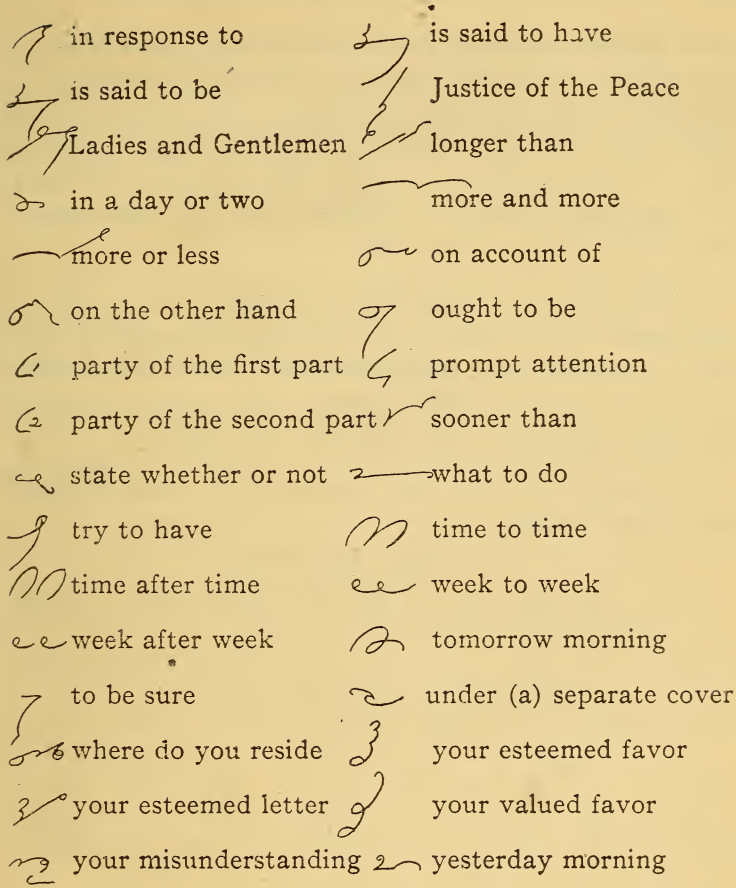
in regard to

in receipt of

in relation to

in reply to

in respect to



Dear Sir:

Answering your letter of the 26th, our advertising rates in Business will be found on the enclosed rate card. These rates are subject to ten per cent discount on all yearly contracts if twelve insertions of any sized copy is used.

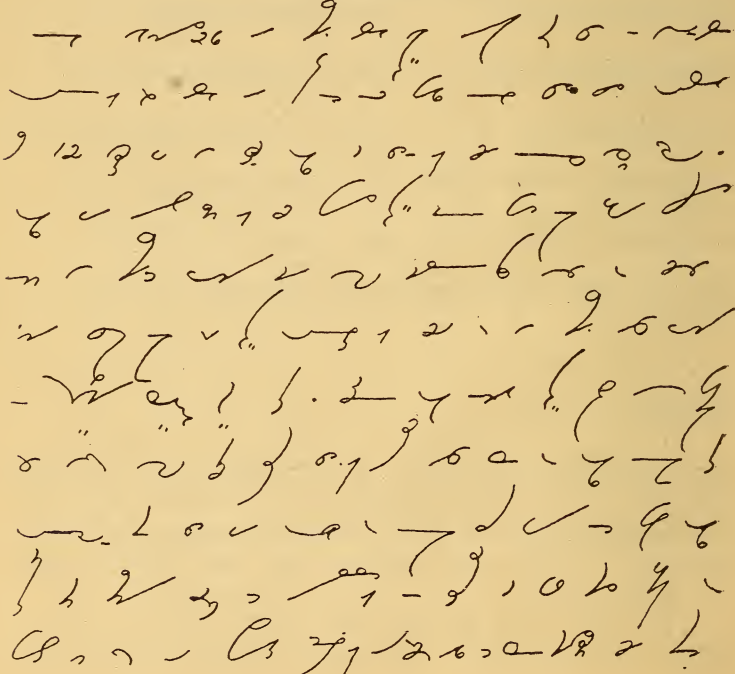
We are today mailing you under separate cover a copy of our last issue. We believe Business should prove

to be of great value to you in advertising your school, as our magazine is read by men and women who are ambitious to better their business conditions. We know that in advertising our own school, the International Accountants' Society, which is a subsidiary company to ours, Business has been more profitable than any other magazine which we have ever used.

We have our own art and copy department, which is conducted for the use of our clients, and would be very glad to prepare copy suggestions for you if you will send us your literature. The service is given free of charge and places you under no obligation whatever.

Trusting that we may receive your order for our next issue, we are

Very truly yours,



LESSON X.

96. In order to retain the distinctive forms of certain contractions, it is sometimes necessary to join S contrary to the rule.

remains letters testimonies

97. It is sometimes desirable to be able to mark diacritically, and the student will do well to become familiar with the following table:

I, as in BIT
E, as in BET, and may be used in FERN, BURN, and BIRD
E, as in EAT
A, as in AT or ASK
A, as in LATE or PAIR
A, or O, as in LARD, NOT, ALL, and CORD
O, as in OLD
U, or O, as in UP, LOVE, and HURRY
U, or OO, as in WOOL, FOOD, FULL, RULE
I, as in ICE
OI, as in OIL
OW, or OU, as in OWL
EW, or EU, as in FEW

EXERCISE TO BE MARKED DIACRITICALLY

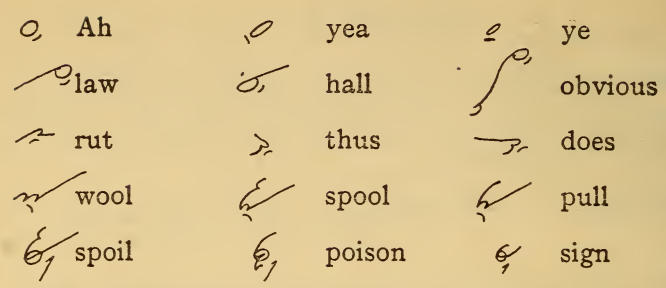
same lame fair

band ran man

fix fit trim

set sense met

those though Oh



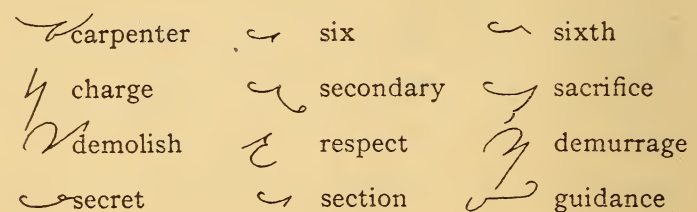
98. After the student has become thoroughly familiar with the principles contained in the preceding lessons, he will find that many vowels may be omitted in the middle of outlines without impairing their legibility. In determining the proper vocalization of words, the writer should confine himself as nearly as possible to the following suggestions:

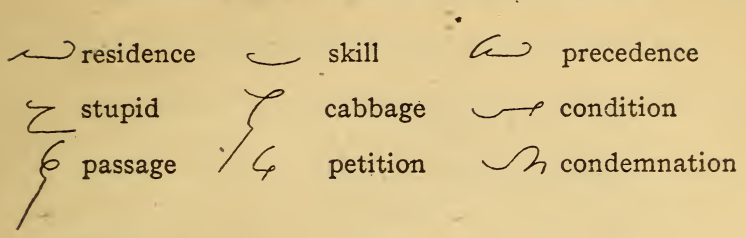
Initial and final vowels are almost always written.

One medial vowel is all that any word needs for legibility. If the word contains several medial vowels, and there seems to be no choice as far as ease of writing is concerned, write the accented vowel; as, in PACKAGE, write it P-A-K-J, leaving AGE unvocalized.

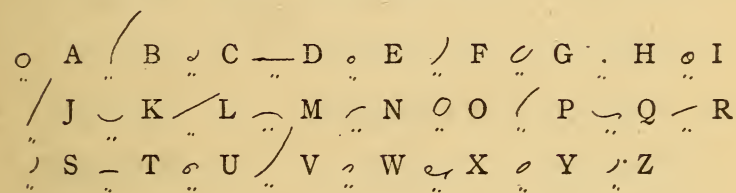
If a word has three or more consonants, it is not necessary to use any vowels. However, it is never wise to omit a vowel if its insertion would produce a more flowing outline.

An omitted vowel may be indicated, if the writer so desires, by placing its diacritical mark below its position in the word.

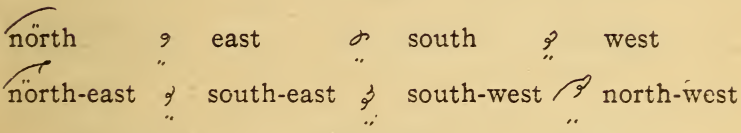




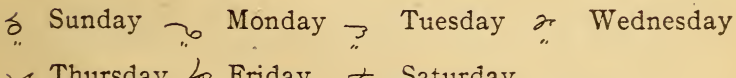
SHORTHAND INITIALS



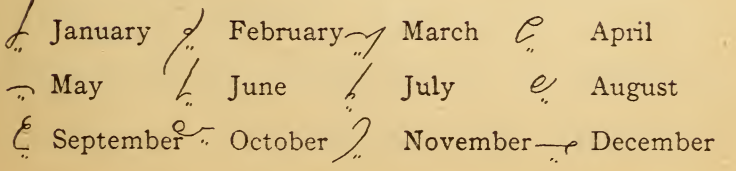
POINTS OF THE COMPASS



DAYS OF THE WEEK



MONTHS OF THE YEAR



STATES AND TERRITORIES

LARGE CITIES GIVEN IN ORDER OF POPULATION

The following outlines are only suggestive of how any proper names may be written. If the name is to be written a great deal, it is only necessary to write enough so that the word can be read. If, however, the name is uncommon and reference cannot be had as to its spelling, pronunciation, etc., it is well to make the outline very complete.

PART II.

SUPPLEMENTARY PRACTICE MATTER

THE NEW WERNER CO.,
Utica, N. Y.
Gentlemen:

We have instructions to continue your classified advertisement in our publication, and as all classified advertising must be paid for in advance, we inclose invoice to cover cost of the advertisement in our December issue, last forms for which close November 1st. Upon receipt of remittance the advertisement will be entered for publication.

Thanking you in advance for an early remittance, we are

Yours very truly,

CHARLES E. HAINER,
Grafton, N. Dak.
Dear Sir:

We have your favor of the 11th and note what you say in regard to making settlement of our bills amounting to $146.75. From the fact that these are now past due this is not at all satisfactory and we must ask that you let us have check by Friday or arrange to honor draft which we will make on that date.

Yours very truly,

MESSRS. HAKE & KENDALL,
Santa Rosa, Cal.
Gentlemen:

We call your attention to the inclosed statement of account. You will notice that the account is due, and that it ought to be paid soon. Will you kindly give the matter your attention?

November ends our fiscal year and we are naturally anxious to close up as many of these matters as possible before the end of the month. May we not have your prompt and favorable response by early mail? We shall greatly appreciate the favor, we can assure you.

With best wishes, we are

Yours truly,

MR. JACOB ,WARREN,
Dover, Del.
Dear Sir:

We wish to call your attention to our invoices of Sept. 2d, 18th and 23d and the terms of which provide for payment thirty days from date of shipment. We will ask you to kindly let us have check covering these items by Wednesday of next week, and not hearing from you on that date will assume it is agreeable that we make draft through the Dover National City Bank for the amount of these invoices.

We very much prefer, however, that you remit direct and relieve us of the necessity of doing so.

Yours very truly,

THE EXPERT TRAINING SCHOOL,
Flint, Mich.
Gentlemen:

We have received from our Detroit Branch school agreement covering the sale of twenty-five typewriters. We thank you heartily for the order and trust that when you need more equipment in the way of typewriters, you will not forget us with further orders.

We desire at this time to call your attention to the fact that we are maintaining at our various Branch Offices an employment department to which we shall be pleased to have you refer any of your graduates who may desire assistance in securing positions.

Thanking you for past favors, we are

Yours truly,

MR. L. C. SCOTT,.
Huron, S. Dak.
Dear Sir:

We last wrote you under date of March 14th, and would like to know whether the situation is such that you will give us the order for your book, and about when you feel that you might be in a position to do so. Our inquiry is occasioned by the fact that we would like to get the summer work lined up as early as possible, and can well provide for the doing of it properly, with best service and convenience to you. We inclose a stamped envelope for your convenience in replying, and trust that we may hear from you shortly.

Yours very truly,

PEOPLES COAL CO.,
Dixon, Ill.
Gentlemen:

In answer to the indorsement made on the proof of your advertisement to appear in the forthcoming edition of the Dixon Exchange Telephone Book, would say that our authority for continuing the ad is based on your signed order, of which the inclosed is a copy.

After the advertisement is run in the forthcoming edition, and the $15.00 which will be due on the publication of the book is paid, the order will expire.

Unless we hear from you to the contrary, the advertisement will be continued in the forthcoming edition, the same as it appears in the current edition.

Thanking you for your patronage, we are

Yours very truly,

COMPETENT, 33,
Care of Press.

In answer to your advertisement for a competent stenographer, as published in the Press of November 28th, please consider me an applicant for the posititon.

I am eighteen years old, have been graduated from high school, and from the Commercial Training School of this city. Outside of two weeks that I worked in the office of the last named school I have had no business experience. Besides being rapid and accurate in shorthand and typewriting, I have taken a short course in bookkeeping. I have made a special study of writing sales letters, dunning letters, etc., and have learned to fill in form letters. I have also studied follow-up systems, filing, and indexing.

You may ask Mr. Joseph Harrington, 324 Wealthy Street, Cashier of the First National Bank, about my character and reliability. I should also be glad to refer you to Mr. Henry L. King, Principal of the Commercial Training School.

I shall be pleased to call upon you at any time that would be most convenient to you for an interview.

Very truly yours,

THE INDIAN MEDICINE CO.,
Marshalltown, Iowa.
Gentlemen:

By today's mail we are sending you a copy of the February number of Popular Mechanics, in which appear the advertisements of a number of our clients; we believe there are eight, all told. They represent varied interests, but in each case the advertiser is doing well.

Among the number represented is one advertisement which has appeared in seventy-five different publications, and has paid in seventy-four of them. We have never before heard of a record that would equal it, and we do not know that we could duplicate it. This is the advertisement of the Haywood Tire and Equipment Company, of Indianapolis, page 160 of the advertising section.

Mr. Haywood says that the January advertisement has pulled wonderfully well, and instructs us to place the same copy in the March issue. That will be three consecutive insertions for it—January, February, and March.

On page 170 appears the advertisement of the McCreery Manufacturing Company. For fifteen years their business was placed through another agency. You are at perfect liberty to write them and ask what they think of the Miller Advertising Company service.

Don't you think it worth while talking over your proposition with us?

Yours very truly,

TESTIMONY

Q. Do you know the plaintiff in this case?
A. Yes, sir; I do.

Q. Did you know her at the time of the accident?
A. I did.

Q. Have you seen her since that time?
A. I have.

Q. How many times?
A. I can't say exactly.

Q. Well, about how many times?
A. Possibly ten or a dozen times.

Q. Do you know how many people were there at the time this plaintiff was hurt?
A. I cannot remember exactly.

Q. You must have some idea as to the number.
A. We will say five or six.

Q. Will you state the names of those you know?
A. I cannot recollect their names.

Q. How did you happen to be at the car?
A. I was going to take a car for home.

Q. Where do you reside?
A. At 154 East Street.

Q. Did you live at 154 East Street at the time of the accident?
A. I did.

Q. Do you recollect the time of day you took this car?
A. It might have been five p. m.

Q. What was the name of the car?
A. It was a Taylor car.

Q. Did the car come to a full stop?
A. Not at the time the girl was hurt.

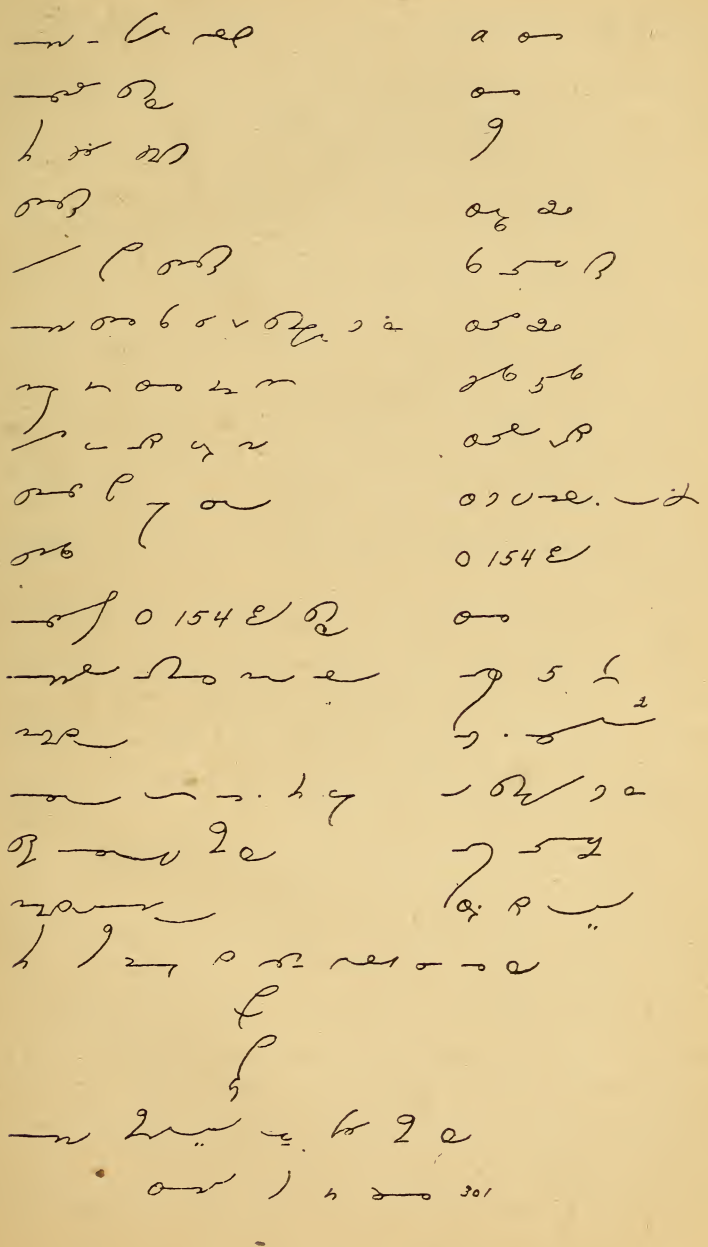
Q. How far did the car go after the accident?
A. It may have been ten or a dozen feet.

Q. What is the name of the conductor of the car?
A. I think his name is Carter.

Q. Have you ever heard his name mentioned in connection with this accident?

Objected to as incompetent, irrelevant and immaterial. Objection sustained.

Q. Do you know if Mr. Carter called upon her after the accident?
A. I do not know for sure that he did.



GENTLEMEN OF THE JURY:

As this is the first case that you are to try during the six weeks which you are to sit here, perhaps it will be appropriate for me to say something of our respective duties. It is my duty, as presiding judge, to preside during the trial and to direct what evidence shall be submitted to you, and to direct the general course of the proceedings, and, finally, to state the law applicable to each case, without expressing any opinion about the facts. It is your duty, on the other hand, to decide all controverted questions of fact, taking your law from the court. You are bound to assume that I am giving you correct law, whether I am or not, and it will be correct law until the Supreme Court, who have a chance to review me, say that it is not correct law. You ought to assume, when I state the law to you, that it is a correct statement of the law, and apply the facts to the law.

You are selected as jurors, and in my opinion you can perform no better service for the state. You are practically judges of fact, and have very important matters to determine. You can not generally be reviewed; it is only in unusual and extreme cases that your verdicts can be interfered with; and therefore your natural feeling, of course, would be not only that you ought to decide all cases justly, but that you must so decide them, having taken an oath to decide all questions of fact in accordance with the evidence and under the law given to you by the court. If it were not for jurors to help the Court, I do not know how we should get on.

This system which we now have has been in existence for a great many years; we inherited it, so to speak, from our mother country; and I presume it will be in vogue long after you and I have passed over to the other side. It is the best system we have; it is not claimed it is perfect, but it is claimed that it is the best system we know of. The law contemplates, and the statute provides, that

jurors shall be men of good moral character and sound judgment; and with such jurors we expect substantial justice. In the term of court upon which you are just entering you will have many important cases to decide, and this case is an important case, important both to this defendant and to this plaintiff.

The plaintiff, gentlemen, is always the person who brings the suit. In this case, it is Mr. Smith. The defendant is the person or corporation defending the suit. In this case it is this railroad corporation. I think sometimes lawyers and judges use the words "plaintiff" and "defendant" so readily that they forget that jurors do not always understand those terms at the beginning of the term. I sat once for nearly a whole term of court, and then one juryman came and asked me, "Who is the plaintiff and who is the defendant?" so I think it is always well to start by stating carefully that the plaintiff is the person or company which brings the suit, and the defendant is the person or company which is defending.

The law puts upon one party or the other what is called the burden of proof. In a criminal case this burden of proof must be sustained beyond a reasonable doubt.

THOUGHTS ON BUSINESS

By W. P. Warren

A MOTIVE FOR ACTION

To allow ourselves to be cheated out of an opportunity is not only unfair to ourselves, but it is unfair to others, for it also cheats them out of the good we might be able to do them if we had taken advantage of the opportunity. Let us hope that there are few men selfish enough to think that a man owes nothing to his fellowmen. It is a commonly accepted thought that a man has certain moral

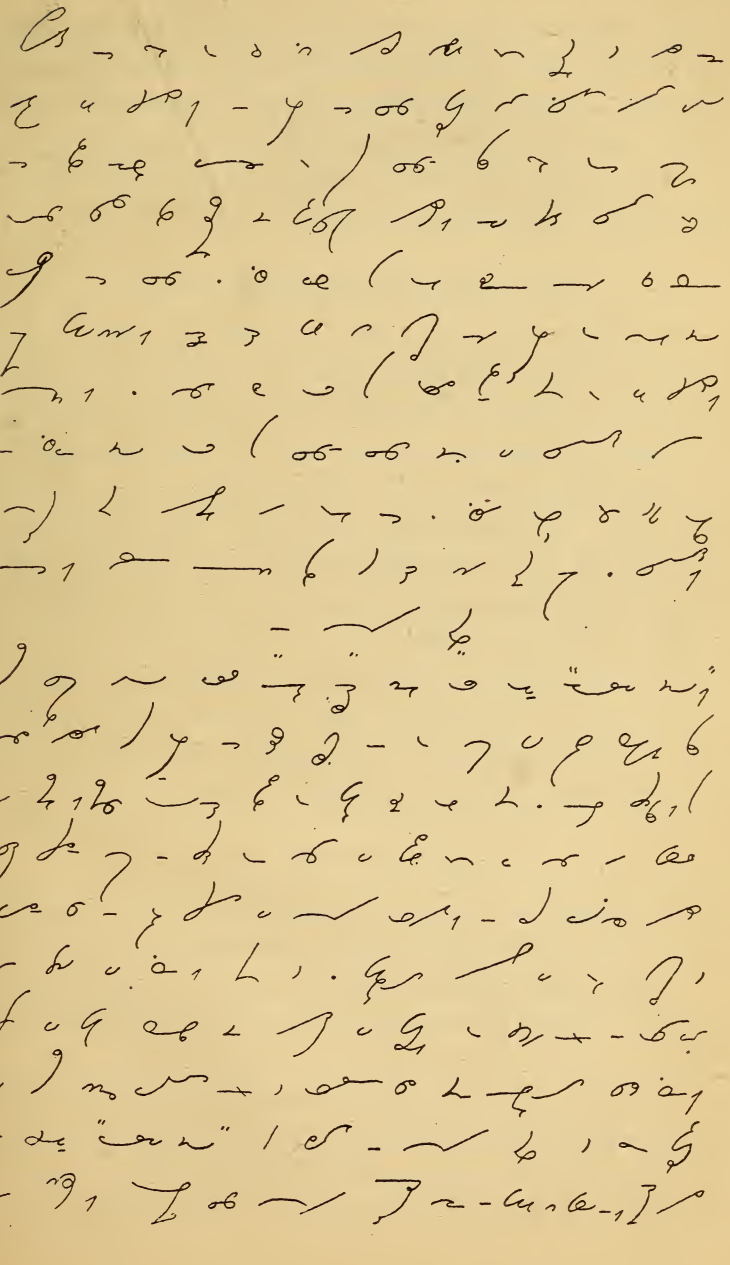
obligations to others, and that he who wilfully neglects them, forfeits his right to the respect of his fellows.

The endeavor to attain proficiency in any wholesome line of work, to surpass the standards of merit that have been attained by others, and to improve continually on our own past achievements, is the spirit of the honorable life. It is not for ourselves alone that we strive to attain a high standard, but because we should do our share toward the general progress of the world. To see it thus gives new energy to our endeavors and makes success more sure. A man's interest cannot be entirely separated from that of his fellows. The highest success cannot be attained without something of altruism in our motives, for that lifts our thoughts to a higher capacity than selfishness can possibly do. In order to do your best for yourself you are forced to be an altruist.

THE MORAL FOUNDATION

Every ambitious worker keenly desires to find what is commonly called "the secret of success." Many writers have endeavored to assist in finding it, and much good has been accomplished by their efforts. Each man, according to his experiences and purposes, sees the question from a different viewpoint. But, however varied may be the views and the manner of expressing them, all men are practically agreed on the indispensable value of moral qualities. The very strength of the mind lies in pureness of heart. Judgment is a perception of the true relation of things, energy is born of purpose, accuracy is the love of perfection, and sincerity—the corner stone of every worthy structure—is quarried only from the depths of the truly honest heart.

Any so-called "secret of success" which ignores the moral foundation is either superficial or unsafe. Cleverness, without morality, deceives most the persons who practice it. To have the letter



without the spirit makes machines of men; and to have any spirit less than the best is to miss something in the measure of success. Crafty policies are not wisdom, but are ignorant substitutes for sound morals. Nothing can ever take the place of those great fundamentals—honesty, sincerity, and a pure mind. The real secret of success must ever be, "Think right, do right."

THE GREATEST BUSINESS MAXIM

The business life affords perhaps the best opportunity to test the practical value of the Golden Rule. It is significant that business men are coming more and more to see and advocate this rule—not merely as a result of moral teachings received outside of business circles, but as a conclusion which business experience itself has forced upon them. In business affairs the practice of the Golden Rule stands for all that is honorable, and progressive, and just. The business houses which attain a measure of prestige and wholesome reputation are those in which this spirit obtains, in some degree at least. And perhaps no wrong trait in the personality of a business will more quickly receive the censure and discredit of other business men than does the absence of fairness—which is but another way of saying the absence of the spirit of the Golden Rule.

HEADED FOR THE TOP

Resourcefulness is the star accomplishment. It is the master-key that fits all the locks of business requirements.

I recently heard a good story about an office boy—"may his tribe increase". He took the "message to Garcia", and he got it there on time.

The boy was given a letter to be delivered to a man at his home that evening, and was told it was very important that the man should have the letter before eight o'clock. When he got there, "Garcia" had gone out, his family did not know where. The boy asked where

he might possibly be and they couldn't even guess. Then he asked for the names of two or three of the man's most intimate friends. When these were given he made haste to the nearest telephone and explained the situation to one or two of the friends and got them to guess where he was. Then he telephoned to one of the guesses and found that "Garcia" had just been there but had gone out with the man of the house, and his family didn't know where. But they made a good guess, which proved true. The boy got "Garcia" on the telephone at a club house two miles away and explained that it was now five minutes to eight, and asked permission to tear open the letter and read it to him. This the man agreed to, and received the information just in time to enable him to be present at an important meeting.

PLEASE

If you would like to do something to lessen the friction of business intercourse, cultivate the general use of the word "Please." Use it when you give an order, when you ask a favor, or when you make a request. Use it when you speak on the telephone. Use it especially when you are speaking to those who are working under your authority. To say "Please" is one of the first lessons of childhood—and one of the necessary lessons of the well rounded business life.

What a magic word is "Please," and to what shall it be compared? It is like the oil on the wheel, for it softens the friction of every transaction. It is like the dot on the "i"—for though a very small thing, it is instantly missed when it is gone. It is like the name on the cover of the book, for it is an index of what is within.

MOTIVES

The man who is most to be wanted for positions of trust is the one who does not work for mere selfish gain, but for the love of the task. If he does his work for love of it, and not out of consideration alone for the results, he will serve his own interests best, for he will

do his work well and thereby make himself indispensable to his employer; and when the time comes to choose a man for a higher position the choice will likely fall upon him who has done his work well.

I have sometimes found it difficult to find the right man for the Government service. There are plenty of men to fill every job, but few who want the job for its own sake. This applies equally in business. There are too many who seek work for the salary alone. As a result, sometimes if they are well paid, they will commit acts for which they would not otherwise be responsible.

The new order that is coming to the fore in the business world does not seek this kind of man. It is looking for the man who will work for the satisfaction of work well done—for the joy of achievement. For him there are large opportunities.—*Taft.*

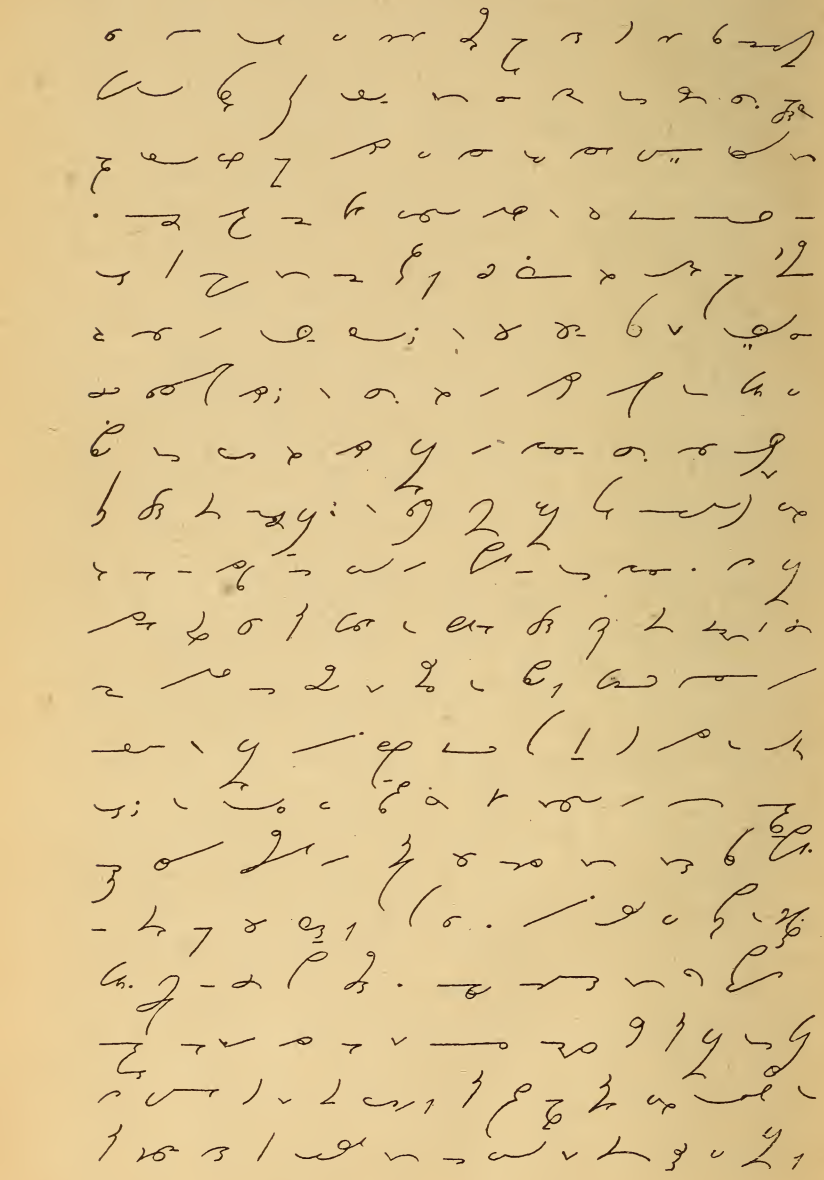
CIVIL SERVICE DICTATION

Our present system of transportation by rail is not keeping pace with our rapid increase of production and consumption. Most of the transportation is over rail, and we have utilized our rivers only in a meager way. This is essentially true of our interior waterways. Water traffic, to a large extent, is localized around the Great Lakes, and splendid as are the results, still the benefits have failed to reach the great interior sources of production. Even this limited area of water transportation, however, demonstrates advantages and shows that waterways should be established and assured as a permanent part of the traffic system. Over the region of the central west lies a great freight-producing area. Under the all-rail system of carrying freight the western producer fails to reach the markets with a profit, and the consuming world is denied access to these interior fields of production. For several years the roads have failed to move the crops in season, and before long they will be able to move only a portion of the farm products to market. Leaders in railroad

transportation recently estimated that the next ten years would require seventy-five thousand miles more of trackage construction to meet the requirements of the normal growth of the country. It is quite unlikely that the necessary increase of railroad mileage and equipment will be made. Wisdom and experience point to a comprehensive program of interior waterway improvement. Encouragement of production is not rational if we neglect the natural facilities for distribution.—*From The Congressional Record.*

From the time when man produced more than he consumed and desired other than what he produced, carriers became important. Settlements were made in the New World on the seashore and on the banks of rivers where transportation by water was possible, but each man at first was his own carrier, and he exchanged his for his neighbor's products. With thrift and enterprise a surplus greater than the needs of immediate neighborhood exchanges was created, and the common carrier became a necessity. At first the Government, recognizing the need, entered into the business of carrying products for the benefit of the people; highways were built, boat lines established, and canals dug. These were operated either without charge to the people or by imposing a charge upon the user of the means of transportation. In the early forties the railroad was born, and regions remote from navigable waters were opened up to settlement. Some wild dreamer of the Revolutionary times may have had a vision of the twentieth century commerce, but such vision was never expressed, and certainly it never entered into the mind of the statesmen of early days what wonderful things were to come to pass. Then wants were simple and desire was modest. The luxuries of yesterday have become necessities of today. Inventive genius has revolutionized past ideals and ancient methods; ignorance, superstition, and religious fanaticism and bigotry, which once blocked the way of progress and blinded the eyes of genius, have been ruthlessly crushed to death.—*Charles E. Townsend.*

DECLARATION OF INDEPENDENCE



DICTIONARY

Those words which have outlines in the preceding lessons have not been repeated in the dictionary.

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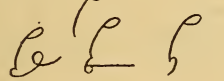

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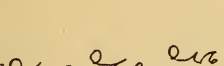

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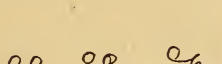

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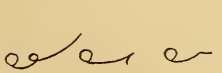

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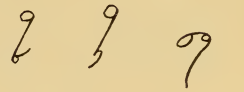

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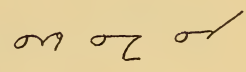

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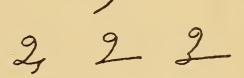

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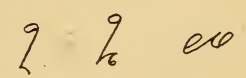

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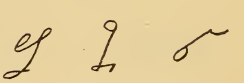

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ambassador
ambiguous
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ample
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amusement
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anniversary
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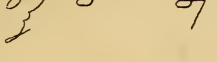

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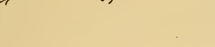

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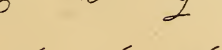

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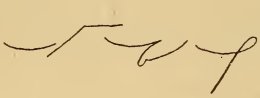

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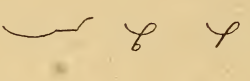

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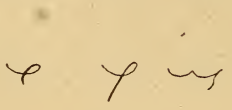

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chamber
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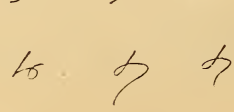

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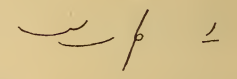

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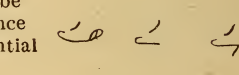
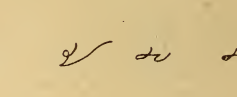


cistern
citizen
city



civilized
classification
clamor

clause
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clear

climate
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clothe

clumsy
code
coarse

cold
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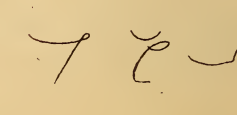
colleague

college
co-habit
colonel

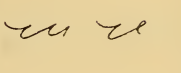


colluded
color
column

confiscate
conform
congratulate

combustible
comfort
comfortable

congregation
congress
congenial



command
commend
commensurate

conjecture
connect
connivance

comments
commerce
commercial

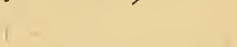
conscientious
consecutive
consequent-ce-ly

commisson
committee
commodities

considerate
consideration
consignee

commonwealth
community
companion

conspire
constable
constant



compare
comparison
compel

constituent
constitute
constructive

compensated
competency
competition

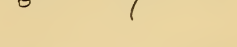
consult
consume
contemplate

completed
completion
compliance

contempt
contentment
contingent

compliment
complaint
comprehend

continual
contract
contrary



compress
compromise
compute

contraction
contribute
contradiction

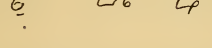
conceive
conclude
concur

controvert
convenient-ience
conversation

concrete
condense
condition

conviction
co-operate
co-owner

confidential
confirm
confirmation



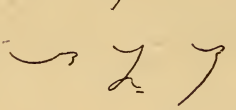
co-partner
corporation
corroborate

corrugated
cotton
counsel

count
countenance
counter

couple
courage
court

courteous
covenanted
cover



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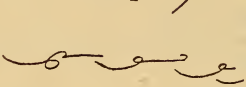
critic



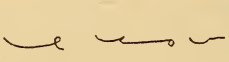
cross-examination
cross-examine
cross-question

cruelty
cry
crystal

culminating
cultivate
culture

curiosity
curious
currency

current
custody
cut

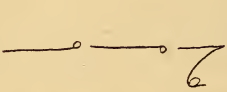


cylinder

D

dangerous
dark
dares

daughter
deadly
debate



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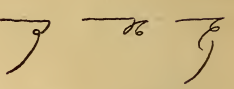
decedent
deceit

deceiye
decency
deceptive



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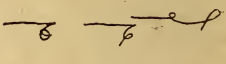
decision
declamation



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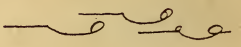
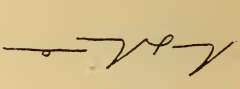
decorate



decorum
decrease
deduct

deed
defalcation
default



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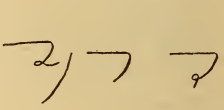
defer
deficient



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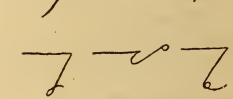
degree
deject



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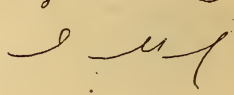

delicate
delicious
delight

delinquent
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deliverance
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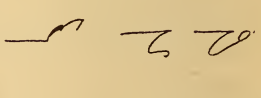
demonstrate

demoralize
demurrer
denominate

denunciate
departure
deplore



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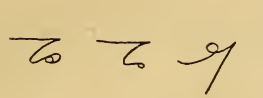
depravity
depreciate

deprive
deputy
derange



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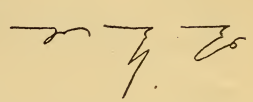
disbelief

derive
derogatory
description

discernment
discharge
discipline



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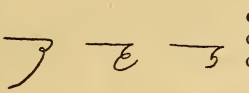

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discomfort
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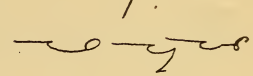

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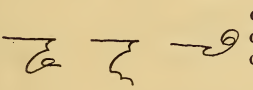
despondent
destroy



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discover
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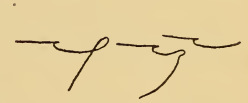

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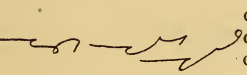

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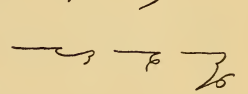

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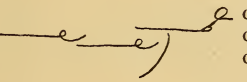

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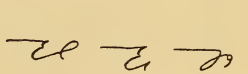

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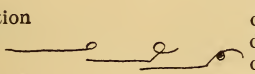
detract
detriment



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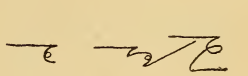
dismissal
disobedient



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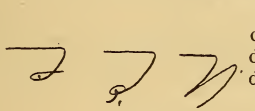
devolve



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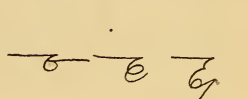

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diagnosis
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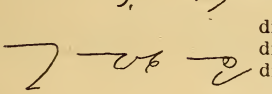

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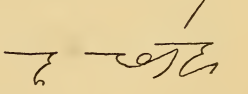

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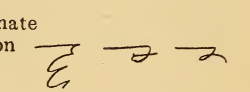
dissatisfaction
dissimilar



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dissuade
distances
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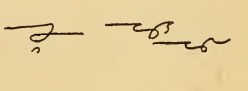

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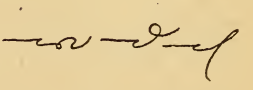

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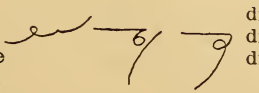

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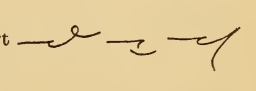

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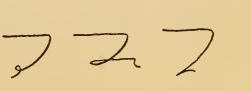

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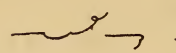

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domestic
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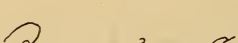

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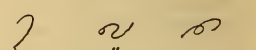

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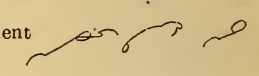
enjoy
enlarge
enlighten

dream
drink
drop

enlightenment
enormous
enroll



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duly

enterprise
entertainment
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duration
dwell

entitle
entrance
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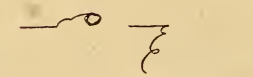
dyspepsia



envelope
environment
epidemic

E

economic
egotistical
either

equilibrium
equalize
equip

elaborate
election
elector

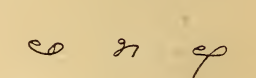
equity
equivalent
eradicate

electricity
element
elevator

erect
errand
escaped

eliminate
eloquence
embarrassment

esquire
essential
establish



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emigrant

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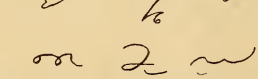
estimate
eternal

eminent
emphatic
encounter



European
even
event

evidence
evolution
evolve

exact
exaggerate
examine

examination
exasperation
example

excavate
exceedingly
exception

excess
excitement
exclaim

exclude
exclusion
excursion

excuse
execute
executor

executrix
exemplary
exert

exhaust
exhibit
existence

exorbitant
exonerate
expect

expectation
expedient
expenditure

experienced
expert
expiration

expire
explicit
explosive

export
exposition
express

expressive
extemporaneous
extension

exterior
exterminate
extinct

extinction
extinguish
extra

extraordinary
eyesight

F

facility
fact
facsimile

factory
faculty
failure

faithfully
falsely
falsehood

fanatic
far
farmer

farther
fault
feasibility

feasible
fee
feet

fee-simple
female
felt

festival
fibre
fictitious

fiddle
fidelity
fiduciary

final
finance
financial

finally
finish
fire

fixture
flag
flat

flexible
flourish
flowery

fluctuation
fluent
forbear

force
foreclosure
forehead

formal
formidable
formula

formulate
fortunate
foul

foundation
foundry
fountain

fragile
frame
frank

fraudulent
free
frequent

friend
fugitive
function

fundamental
furniture
futurity

futile

G

gain
gallant
galvanized

gasoline
generation
generous

genial
gentle
gentleman

genuine
geography
gigantic

gloomy
glory
God

gossip
grace
grain

grand
granulated
grant

grantor
grasp
gratify

greetings
grit
grocery

gross
ground
growth

guardian
guess
guide

guilty
gymnasium

H

habeas corpus
habit
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halve
hamper

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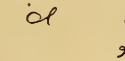
handsome
hang

haphazard
happen
happiest

harness
harvest
haste



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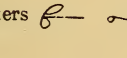
heavy
heir



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hero
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hinder
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holiday
homeopathy

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hopeful
horizon

horizontal
horrid
horrors

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husband
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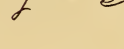

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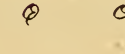
identify
idle
idler



ignorant
illegal
illegitimate

illiterate
illustrate
imagine

imagination
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import
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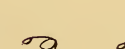
improve
imprudent



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inaccurate
incalculable

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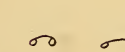
incidental
incline



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incomplete
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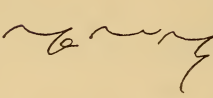
inconsiderate
inconsequence
inconvenience

incorporate
incorrect
incorruptible



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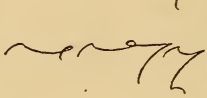

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indefinitely
indemnity

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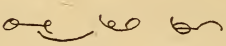
indictment



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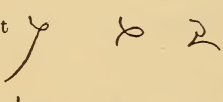
indispensable

individual
indorse-ment
inducement



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industry
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inevitable
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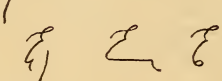
inexhaustible

inexpensive
inexpedient
inexperience



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infant
inference

infinite
influences
influenced

influential
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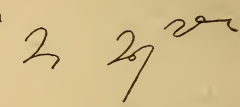
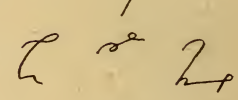
informal

information
infringe
ingredient



inhabitant
inherit
injudicious



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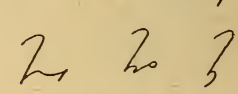

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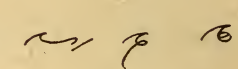
inoculate

inordinate
inquire
inquiry

insanity
inscribe
inscription

insecurity
inseparable
inside



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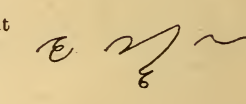

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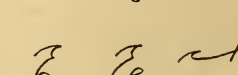
inspiration
installation



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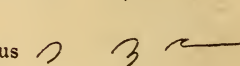
instead



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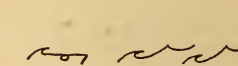
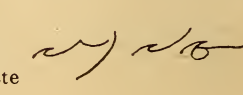
instruct
instruction



instructive
instrument
insubordinate



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insulators

insurance
integrity
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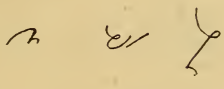

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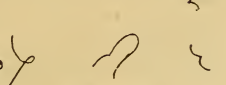
intemperance
intend



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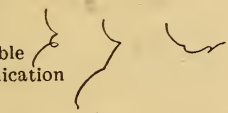

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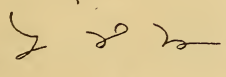

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intestate
into
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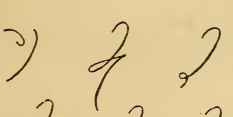
intricacies
intrinsic

intuitive
invariable
invest



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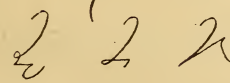

involve
inward
irrational

irregular
irreparably
irrecoverably

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irreligious
irresistible

irrespective
irresponsible
irrevocable

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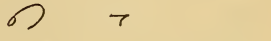
isolation
issue

item
itself



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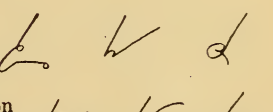
Jehovah

jeopardy
jewel
joint



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judicial
junction
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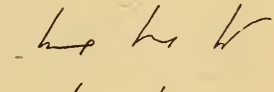

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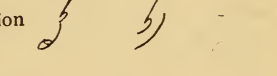
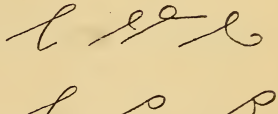


K

kerosene
kindergarten
kingdom

L

labor
landlord
lanterns



largest
law
lawful

lawyer
laziness
least

legacy
legal
legalize

legibility
legislative
legitimate

lend
lenient
liability

liberal
liberty
licentious

lies
likewise
limousine

line
lineal
linoleum

liquidate
list
literally

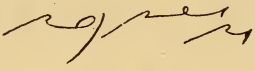
literature
litigation
livelihood

locate
lock
logical

London
longest
longitude.

lord
lower
loyalty

lucrative
ludicrous
luxury



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machine
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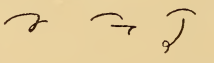
magnificent



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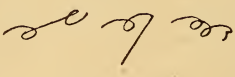
malicious

malignant
manage
mandamus



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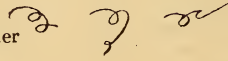
manslaughter



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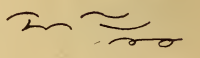
market

martial
marvelous
master

mathematics
mature
maturity

maximum
mechanical
meditate



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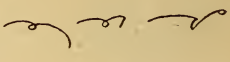
memoranda

mental
mention
mercenary



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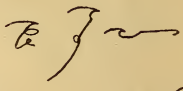
mercy
merit

meter
might
mile

million
mind
mine

minimum
minor
minority

misapprehend
mischievous
misconduct



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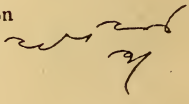
misdemeanor
miserable



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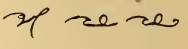
misfortune
misinformed

misrepresent
mistake
mistaken



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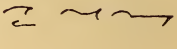
mix
moderation



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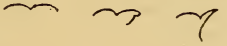
modification
modify

moment
momentous
monopoly



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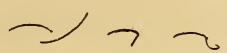
motion
mountain



movement
municipal
munificent

murder
murmur
mutual

myself
mystery

N

namely
narration
nation

national
navigable
navy

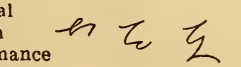
nearest
negative
negligent

negotiable
neighborhood
neither

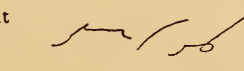
neostyle
nerves
neutral

nominal
non-acceptance
none

non-essential
nonpartisan
non-performance



non-resident
nor
notarial



notary
notation
note

noted
notice
novel

nuisance
nutrition

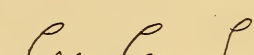
O

oath
obedient
objection

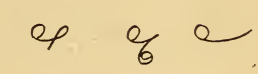
obligation
oblige
observation

obsolete
obstacle
obstinate

obstruct
obtain
obvious

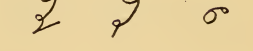


occasion
occupy
occur



occurrence
o'clock
offer

officer
officiate
only



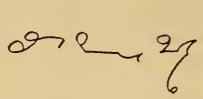
onward
open
operation

opposite
opposition
oppression

option
oratory
ordinance

organism
origin
original

ornamentation
orthodox
ostensibly



overwhelm
owner

P

pacific
painful
pamphlet

Panama
panel
parcel

parents
participate
partisan

patent
patronage
patronize

pattern
pause
payment

payroll
peculiar
pecuniary

pencil
pendency
pending

penetrate
penitentiary
pension

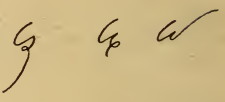
percentage
perception
perhaps

perishable
perjury
permanent

permission
perpendicular
perpetrate

perpetuate
perplexed
persecution

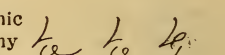
persevere
persistent
personal



persuade
persuasion
pertain

phase
phenomenal
phonographer

phonographic
phonography
phraseology



physical
plead
pledge

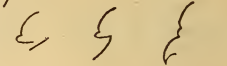
plentiful
plenty
plumber

plus
policy
political

popular
position
positive

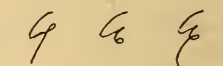
postage
postal
postal-card

posterity
post-office
postpone

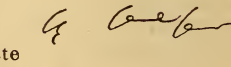


pound
poverty
practicable

preach
precede
precipitate



precise
predict
predominate



pre-eminent
prefer
prejudice

preliminary
premise
premium

preparatory
prepare
preponderance

prescribe
present
presentation

president
presume
presumptuous

pretend
previous
pride

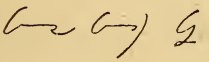
primarily
print
prior

prison
private
proceed

process
procure
produce

product
productive
profit

profitable
program
prohibit



prominent
promissory
proper-ly

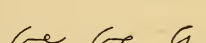
proportion
proportionate
propose

proposition
proprietor
pro rata

proscribe
proscription
prosecution

prospective
prosper
prosperity

protect
protest
provide



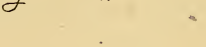
providential
proximo
prudent

publication
punctual
punish-ed-ment

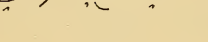
purport
pursue

Q

qualification
quantity
quarrel

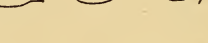


quart
quarter
quotation



R

rally
random
ranks



rapid
rare
rather

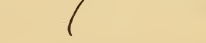
reach
reaction
real estate

reality
realization
realize

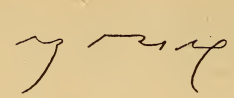
reason
reasonably
recall

recite
recollection
recommend

reconstruct
record
recourse



recover
reduction
re-establish



re-examine
reflect
reform-ed

reformation
refrain
refusal

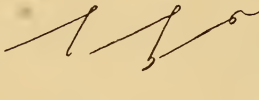
refuse
regenerate
registration

rehearse
reiterate
reimburse

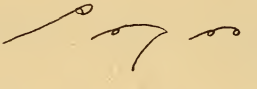
reject
relationship
relative

release
reliance
relief-ve

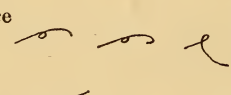
religion
religious
relinquish



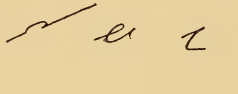
rely
remarkable
remedy



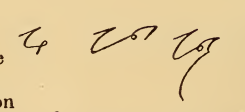
remembrance
remove
render



renewal
re-organize
repeat



repetition
replenish
reprehensible

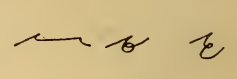


representation
representative
reproduce

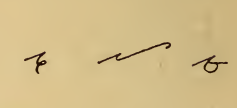
republican-ism
repugnant
reputation

requisite
resemble
reside

resident
resign
resignation



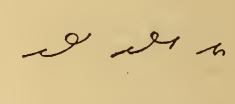
resistance
resolute
resort



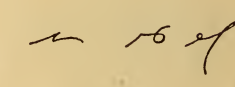
resourcefulness
respondent
responsible

rest
restoration
restore

restrain
restriction
result



resume
retain
retribution



return
revelation
revenge

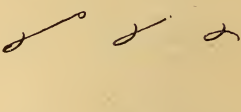
reverend
reverse
revise

revolution
revolve
revolver

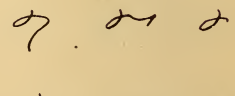
rubber
rush

S

salary
sale
same

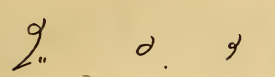


sample
sanction
sane



sanguine
sarcastic
satisfaction

Savior
say
says

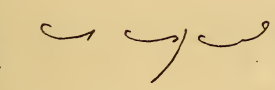


scarce
sceptic
schedule

scientific
scripture
scrupulous

seal
search
season

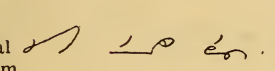
seclusion
seclusive
secretary



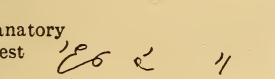
section
security
seem

seen
seldom
selection

self
self-denial
self-esteem

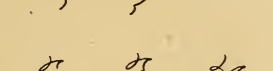


self-explanatory
self-interest
selfish-ly



self-sacrificed
selves
senator

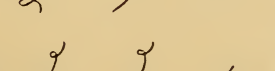
sense
sensible
sentence



sentiment
serious
sermon

servant
serve
session

sever
severally
share

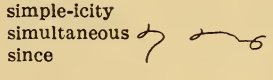


sharp
sheet
sheriff

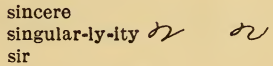
shingle
shop
shorten

shrink
silence
silver

simple-icity
simultaneous
since



sincere
singular-ly-ity
sir



sit
site
situate-d

situation
six
sixth

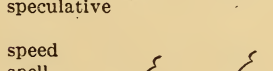
size
sketch
slander

slightly
slogan
smart

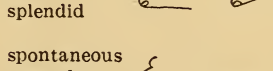
soldiers
solicit
spare

specimen
spectator
speculative

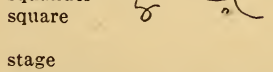
speed
spell
splendid



spontaneous
squander
square



stage
stamp-ed
station

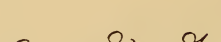


stenographer
stenographic
stenography

stick
stockholder
stone

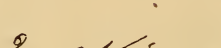
storage
store
storehouse

story
straighten
strange



stranger
strict
stride

strike
struggle
student



stuff
stumble
stupendous

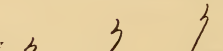
subjection
subjective
sublime

subordinate-ly
subordination
subscribe

subscription
substantiate
subway

successful
successive
such

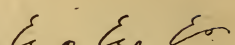
sue
sufficient-cy-ly
suggestion



suggestive
summary
summon

superficial
superfluous
supernatural

superscribe
superstition
supplement

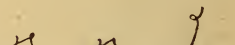


supply
support
suppose

suppression
supreme
surface

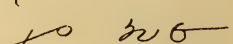
surgeon
surgical
surmise

surrender
surround
survey



susceptible
suspicious
sustain

shallow
swing
sword



sworn
symmetry
sympathetic

sympathy
syndicate
systematic

T

tardy
technical
telegram

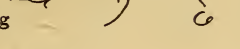
telegraph
temperance
temporary

tempt
tenable
tenant

tender
terminal
terminate

test
testator
testify

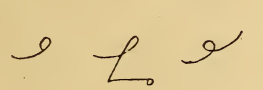
text
thankful
thanksgiving



timidity
title
tolerable

tongue
tonight
trace

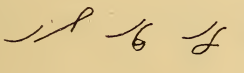
trade
tragedy
traitor



transaction
transcribe
transcription

transfer
transform
transit

translation
transpire
transport



transportation
traveler
treachery

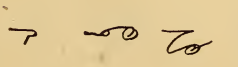
treasure
treatment
tremendous

trial
tribe
trifle

trivial
true-ly
trustee

trustworthy
truth
truthful-ly

tuition
turmoil
typewriter

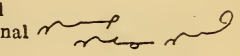


U

ugly
unacquainted
unadulterated

unavoidable
uncertain
unchanged

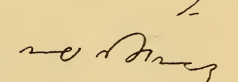
unconditional
unconstitutional
uncontrolled



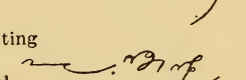
uncover
undersigned
understate

undervalue
underwriter
undeveloped

undignified
undiminished
undiscovered

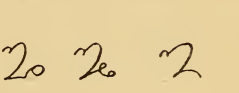


undiscriminating
unessential
unexceptional



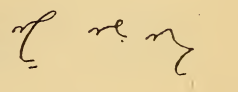
unexpected
unfamiliar
unfavorable

unfortunate
unfriendly
uniform



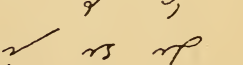
uniformity
unimportant
unimproved

uninhabited
uninteresting
uninterrupted



union
universe
university

unless
unnecessary
unobjectionable



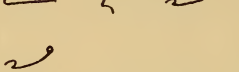
unorganized
unpaid
unreasonable

unruffled
unsecured
unselfish

unspeakable
until
untruth

unwilling
unyielding
uphold

upward
urgent
utilize



utterly

V

vacation
valid
valuation

value
variety
various

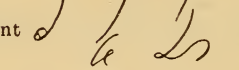
vehement
venerable
versatile

versus
vessel
vestige

via
vice-president
victim

view
vigilant
vindictive

vocabulary
volume
voucher



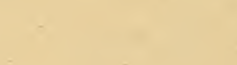
vulgar

W

wagon
wait
walk

war
ward
warehouse

warn
warrant
waste



water
wealth
white

whose
wife
win

winter
wisdom
witness

worn
writer

Y

yard
ye
young

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